



# Homes England

## Affordable Homes Programme 2021 to 2026

### Submitting Bids in IMS

IMS System Guidance v 1.2

<b>Version</b>	<b>Date Issued</b>	<b>Details</b>
1.2	June 2023	Incorporating regeneration bidding

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## Introduction

### A. Purpose of this guidance

The purpose of this document is to provide guidance to providers on the input of bids into IMS for the 2021 to 2026 Affordable Homes Programme (2021 to 2026 AHP).

All bids are to be submitted directly into IMS. The scope of this guidance covers the stages from the creation of a Partnership through to the Provider submission of bids using the Continuous Market Engagement (CME) process from the outset.

Further guidance covering managing a programme of allocations in IMS will be published separately on our website in the near future. <https://www.gov.uk/investment-management-system-guidance-documents>

### B. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on **01908 353604**

For bid queries, please contact your Homes England Team.

### C. Bidding in IMS

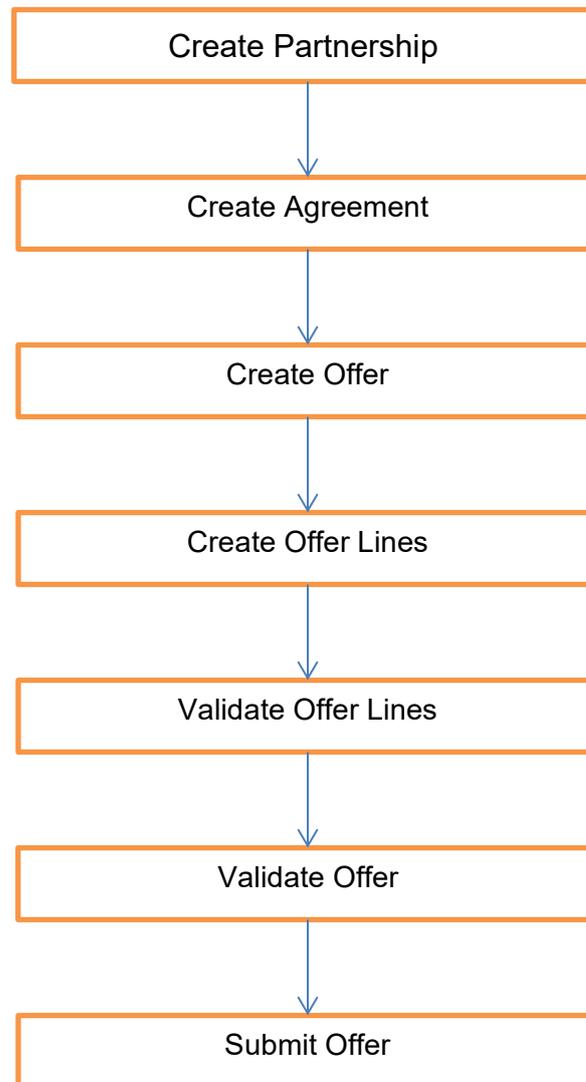
Bids are submitted via the Offers application within IMS.

- A provider's overall bid may consist of a number of lines. Each line represents an offer to deliver a certain number of homes within a certain area.
- Bids are submitted through Continuous Market Engagement (CME) process from the outset, should be Firm lines only. IMS will stop submission if any of the data entered into a bid fails system validation checks.

Providers should submit bids according to the following guidelines:

- Bids for homes on S106 sites must be submitted as an offer line in their own right and not combined with other unit types.
- It is recommended that providers should enter details of sites before entering the details for associated bid lines.

## D. Bidding Flow Chart



## E. The Language of IMS

**Partnership** – A single entity, or collection of organisations, working towards bidding for 2021 to 2026 allocations from Homes England.

**Agreement** – An agreement record must be created for a partnership and only one can be created per partnership.

**Offer** – This is a collection of bids from a Partnership.

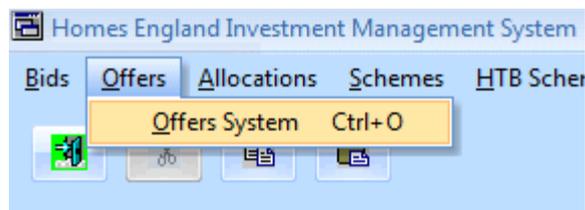
**Offer Lines** – Individual bids for schemes, or indicative proposals, that are made up of one or more sub products.

**Sub Products** – An Offer Line bid can be sub divided into different tenures or methods of delivery.

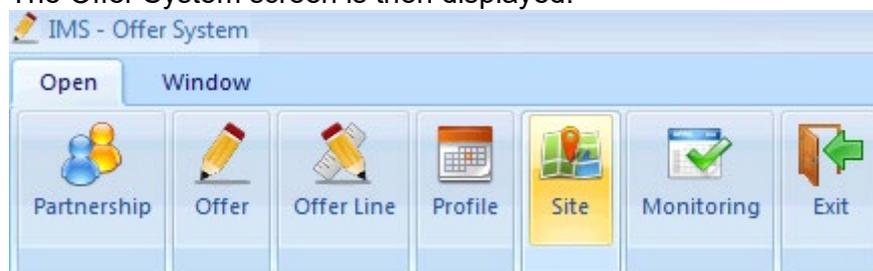
## F. The Offers System - Navigation and Filtering

### i) Accessing the Offers System in IMS

To access the Offers System select **Offers > Offers System** or select **Ctrl + O**



The Offer System screen is then displayed:



*Offer System screen (Open menu view)*

### ii) Offer System screen - Menus

The Offers system has two menus: Open and Window

#### Open Menu

This menu displays the area of the system the user can access. Initially, this will include:

**Icon**

**Details**



Takes the user into the Partnership Grid List. The user can access the Agreement list from the Partnership List as per the existing bidding functionality;



Takes the user into the Offer Grid List



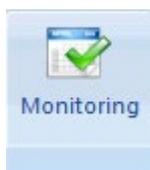
Takes the user into the Offer Line Grid List. This list will be preceded by a filter screen to allow offer line filtering.



Takes the user into the Offer Profile list. This list will be preceded by a filter screen to allow offer line filtering.



Takes the user into the Site List. This list will be preceded by a filter screen to allow site filtering

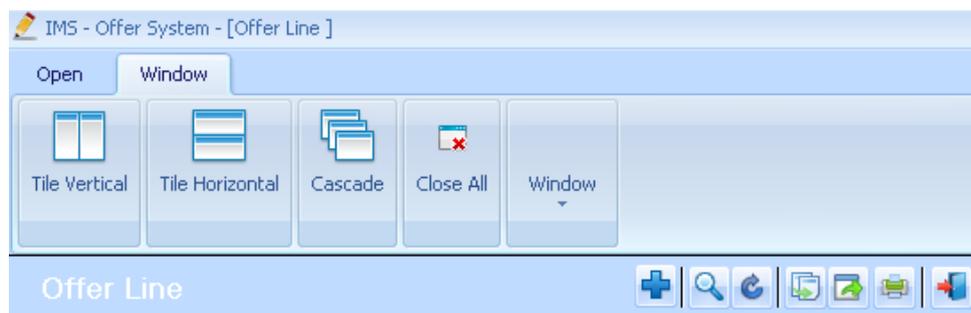


Takes the user into the Offer Monitoring list. This list will be preceded by a filter screen to allow offer line filtering.



Exits the user from the Offers system to the main IMS screen

**The Window menu**



*Offer System screen (Window menu view)*

This menu allows the user to display any open grids in different formats including Vertical, Horizontal and Cascade style.

The Close All option will close all open grids.

The Window option is a drop down and shows all open grids. The user can move between open grids by selecting the relevant entry from the drop down list (example below).



### iii) Offer System Screen - Grid Functionality

The following functionality is offered as part of the Grid:

#### Buttons on Grid Form - Functionality



#### Add

This adds a new record.



#### Filter

Invokes a filter for the grid to query data.



#### Refresh

Refreshes the grid.



#### Copy rows to clipboard

Copies the selected grid rows to the clipboard.



#### Export rows to CSV

Exports the selected grid rows to the CSV.



#### Print



#### Exit

Closes the grid window

#### Grid Columns - Functionality

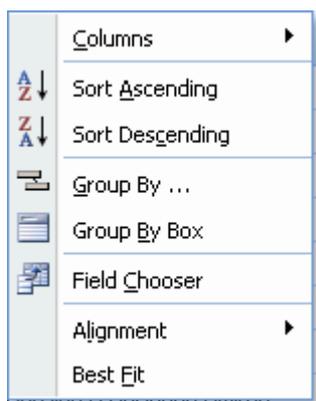
#### Move Column

The order of grid columns can be changed by pointing to the column header, holding down the left mouse click, and dragging the column to a new position.

#### Sort by Column

The sort order of the Grid data can be changed by pointing to a grid column and clicking in the column header. This will sort the data on the column.

## Grid – Functionality Enhanced



If the user right clicks any column header, they are presented with a list of column right click options as follows:

### Columns

Allows the user to exclude columns from the grid. When selected, the list of columns on the grid is displayed. The user can deselect or select a column.

### Sort Ascending

Sorts the selected column ascending

### Sort Descending

Sorts the selected column descending

### Group by....

The data in the Grid is grouped by the selected column. To ungroup, set the Group By Box to ON, and drag the Grouped By Column(s) individually from the group by header to the column area.

### Group By Box

If this is set to ON (by clicking the menu item) the columns the user wishes to group by can be dragged to the section above the grid. To remove the group by, drag the columns back to the column heading area of the grid. To turn the facilities off, click on the Group By Box menu item again.

### Field Chooser

If a column has been used as a Group By action and the user wishes to return the item to display in the grid, selecting the Field Chooser menu will display all fields that are currently not on the Grid. To return the column to the Grid, simply drag the column from the Field Chooser selection back to the Grid.

### Alignment

Changes the alignment of data in the selected column. Options are:

- Left
- Right
- Centre
- By Type

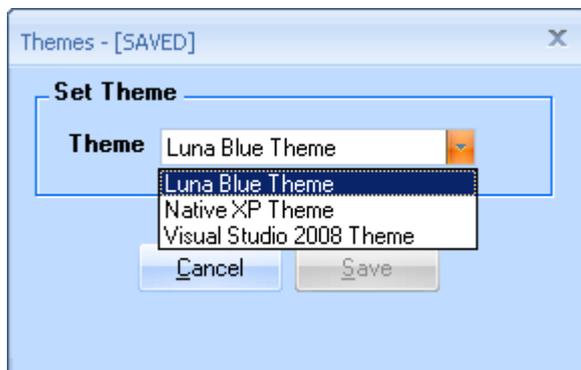
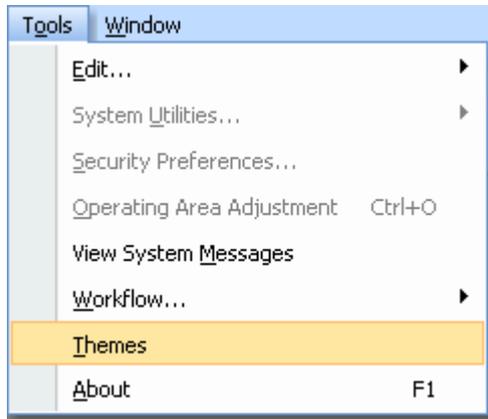
### Best Fit

Changes the sizing of the selected column so the width is adjusted to the size of data in the column.

## G. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed using the Luna Blue theme. To select this theme:

Select **Tools menu > Themes > Luna Blue Theme > Save**



## Step 1 Setting up the Partnership record(s)

### Background

Providers need to set up a specific partnership and agreement record for their 2021 to 2026 Affordable Homes Programme (2021 to 2026 AHP) bids, even if a Provider had a 2016-21 or 2015-18 partnership for other purposes.

There are some planned changes to be made to the Partnerships section of IMS, as and when they go live this document will be updated to reflect them.

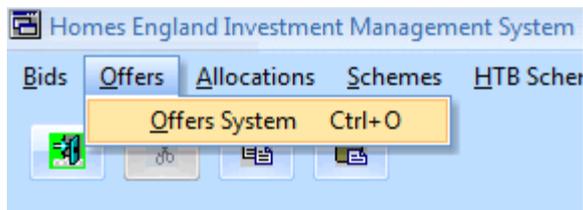
### Step Summary:

- 1.1 Accessing the Offers System in IMS
- 1.2 Select the Partnership icon
- 1.3 Select the Add icon to create a Partnership record
- 1.4 Select the Partnership period as 2021 to 2026
- 1.5 Complete the Partnership screen
- 1.6 Save the Partnership record
- 1.7 Adding organisations to a Partnership

The **Steps** in detail:

#### 1.1 Accessing the Offers System in IMS

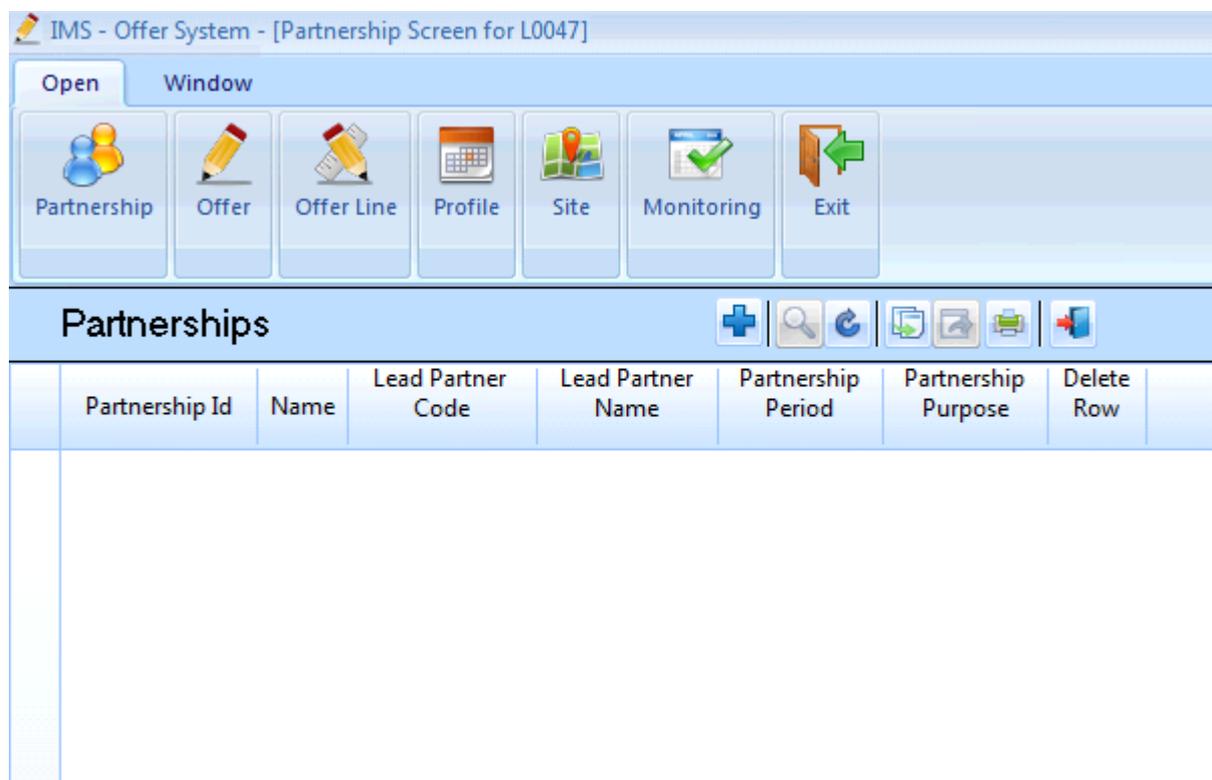
Select **Offers > Offers System** or select **Ctrl + O**



## 1.2 Select the Partnership icon



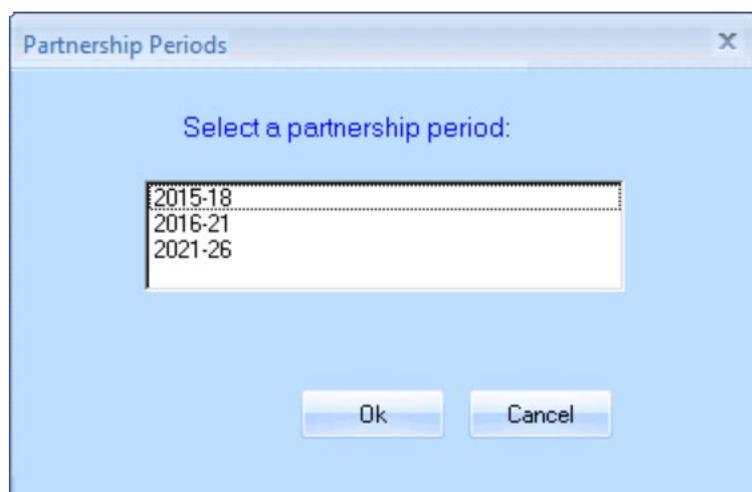
The following partnerships list screen will then be displayed:



Offer System screen – Partnerships list screen (no Partnership records listed)

## 1.3 Select the Add icon to create a Partnership record.

The following Partnership screen will then be displayed:











## Step 2 Creating the Offer(s)

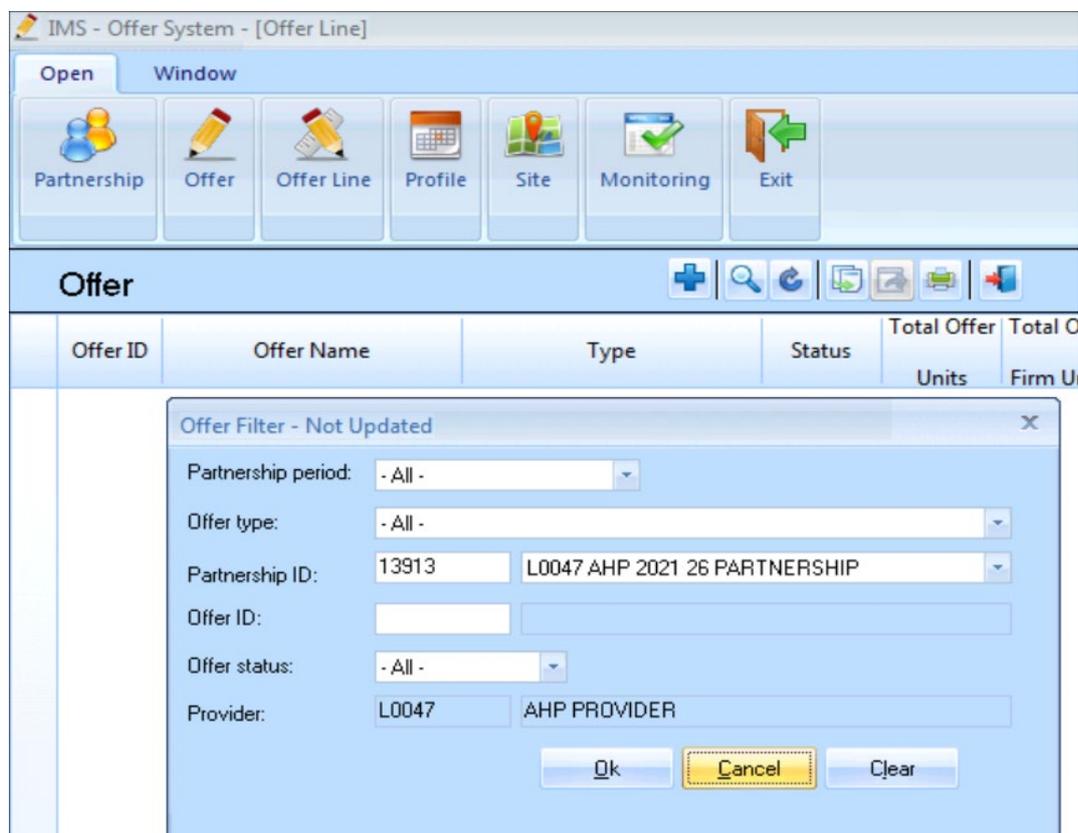
### Step Summary:

- 2.1 Select the Offer Button
- 2.2 Select the 'Add' icon to create a new Offer record
- 2.3 Create the Agreement record
- 2.4 Offer Summary Screen
- 2.5 Saving the Offer record

### 2.1 In the Offer System, select the Offer button



The following screen is then displayed.

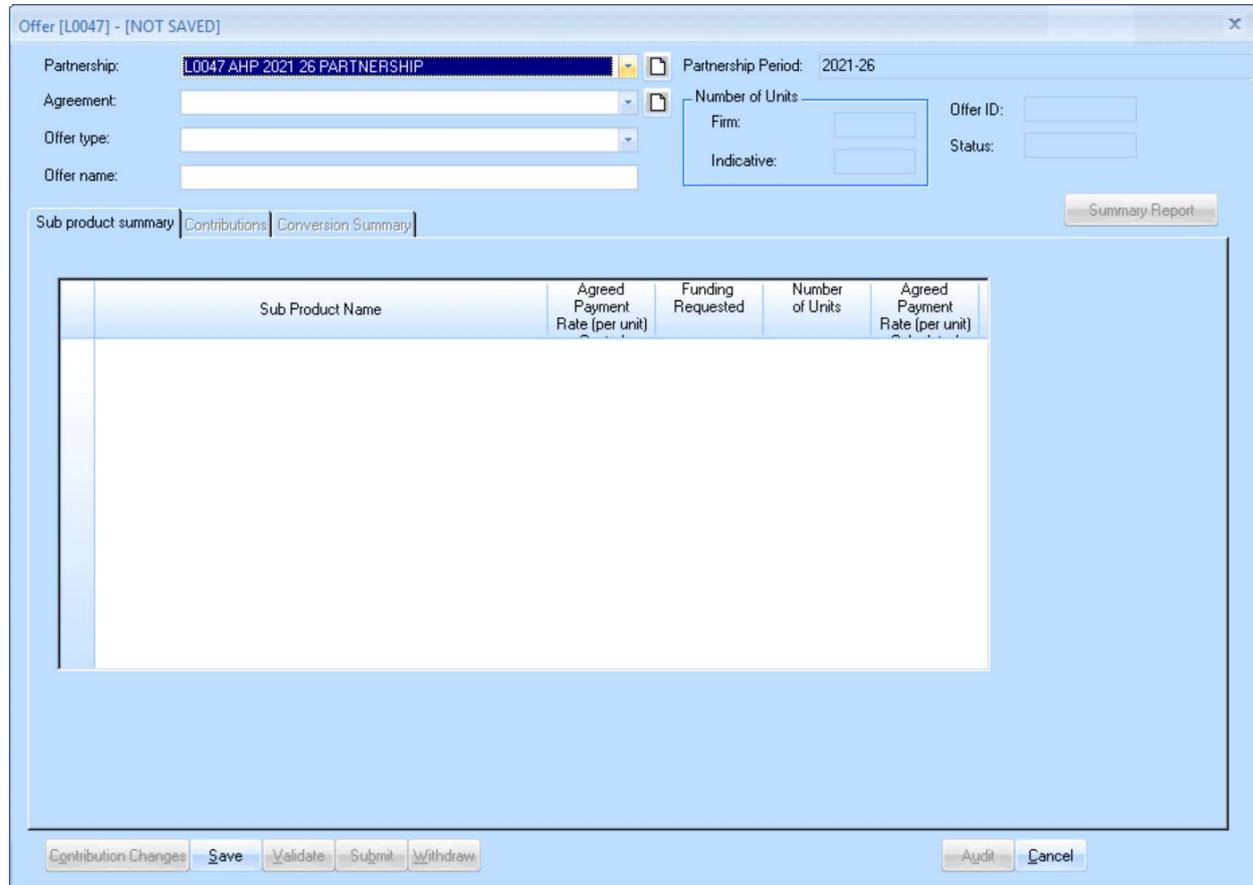


Offer System screen – Offer list view

Press **OK** to close the **Offer filter** screen.

2.2 Select the Add  icon to create a new Offer record.

The following **Offer Summary** screen will be displayed:



Offer [L0047] - [NOT SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: Agreement: Offer type: Offer name:

Number of Units: Firm: Offer ID: Indicative: Status:

Sub product summary Contributions Conversion Summary Summary Report

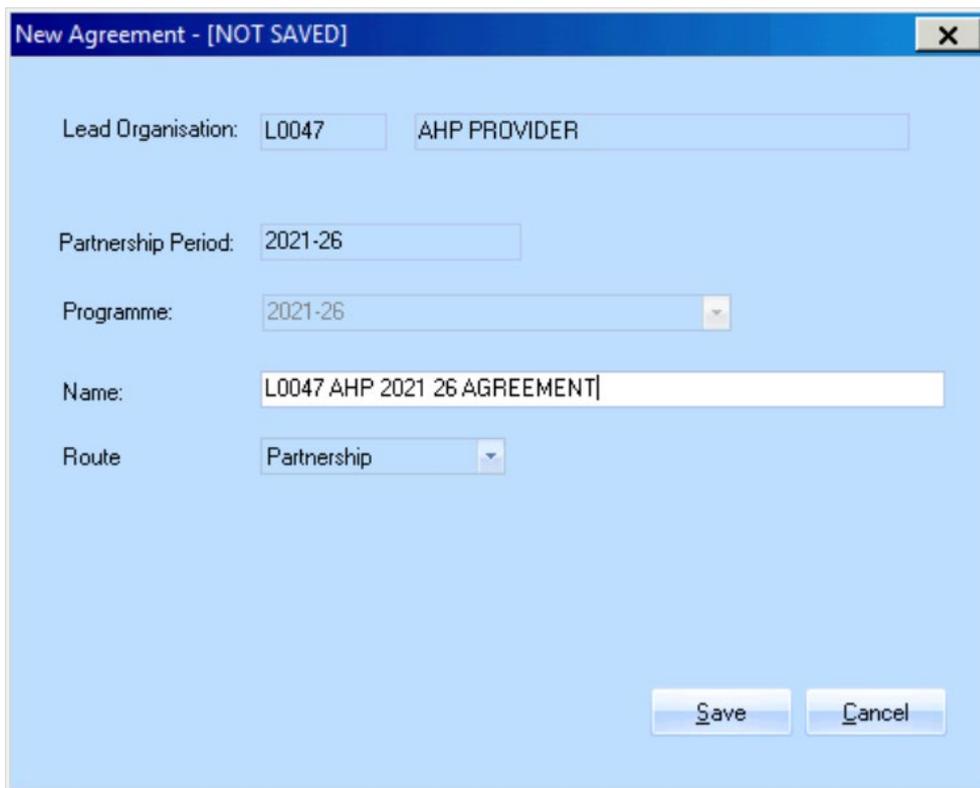
Sub Product Name	Agreed Payment Rate (per unit)	Funding Requested	Number of Units	Agreed Payment Rate (per unit)

Contribution Changes Save Validate Submit Withdraw Audit Cancel

*Offer Summary Screen (with only Partnership field completed)*

## 2.3 Create the Agreement record

In the **Offer Summary** screen select the **New Agreement**  icon. The following **New Agreement** screen will be displayed:



New Agreement - [NOT SAVED]

Lead Organisation: L0047 AHP PROVIDER

Partnership Period: 2021-26

Programme: 2021-26

Name: L0047 AHP 2021 26 AGREEMENT

Route: Partnership

Save Cancel

*New Agreement screen*

Insert a name for the Agreement. For example, if the Partnership name is 'L0047 AHP 2021 26 Partnership' then name the Agreement 'L0047 AHP 2021 26 Agreement'.

Select **Save** to create the **Agreement** record.

Then select **Cancel** to close the screen.

The **Offer Summary** screen will then show the **Agreement** field populated with the Agreement that has just been set up:

Offer [L0047] - [NOT SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type:

Offer name:

Number of Units:

Firm:

Indicative:

Offer ID:

Status:

Sub product summary | Contributions | Conversion Summary

Summary Report

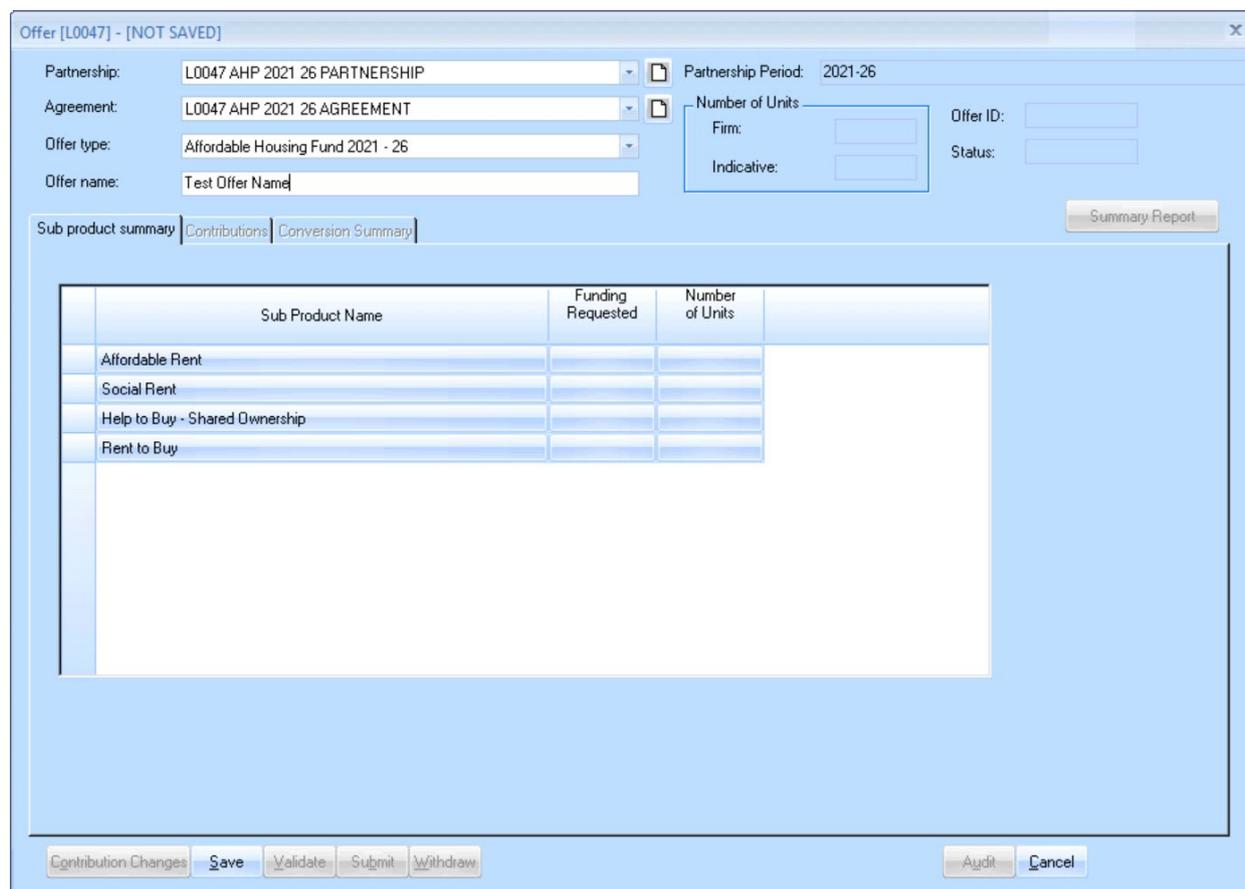
Sub Product Name	Agreed Payment Rate (per unit)	Funding Requested	Number of Units	Agreed Payment Rate (per unit)

Contribution Changes Save Validate Submit Withdraw Audit Cancel

*Offer Summary Screen*

## 2.4 Offer Summary Screen

The **Offer Summary** screen for the 2021 to 2026 programme period is shown below:



Offer [L0047] - [NOT SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type: Affordable Housing Fund 2021 - 26

Offer name: Test Offer Name

Number of Units  
Firm:   
Indicative:

Offer ID:   
Status:

Sub product summary | Contributions | Conversion Summary

Sub Product Name	Funding Requested	Number of Units
Affordable Rent		
Social Rent		
Help to Buy - Shared Ownership		
Rent to Buy		

Summary Report

Contribution Changes Save Validate Submit Withdraw Audit Cancel

Offer Summary screen for the 2021 to 2026 programme period

Providers should complete this screen as detailed below:

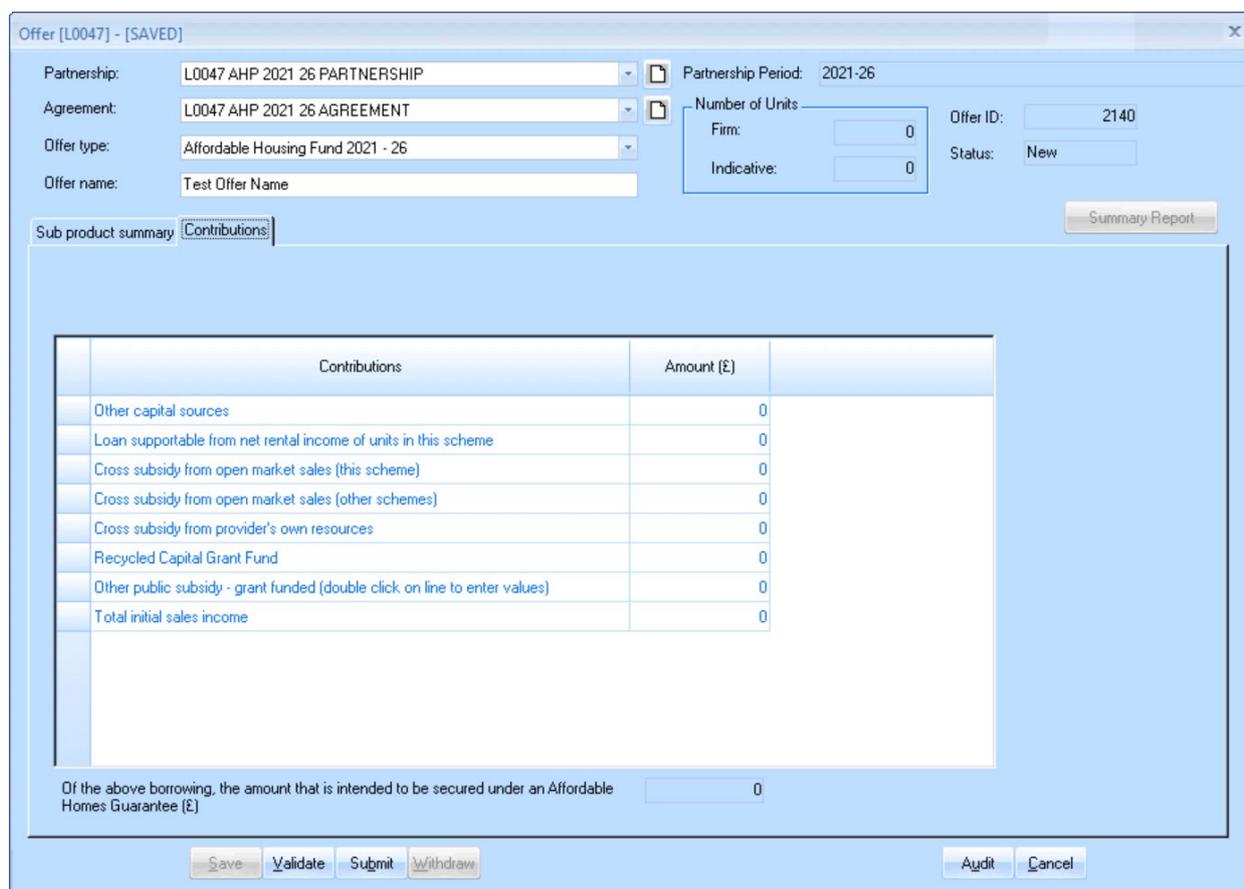
<b>Field</b>	<b>Details</b>
Partnership	Having set up the Partnership record following the instructions in Step 1 above, Providers are now able to select that Partnership in the Partnership field.
Partnership Period	This is populated as 2021 to 2026.
Agreement	An Agreement record for the Partnership must be set up. This can be done by selecting the New Agreement  icon (see 2.3 above)
Offer Type	Select <b>Affordable Housing Fund 2021 - 26</b> .
Offer Name	Insert the name of your Offer here.
Number of Units	These fields are populated from the data that is entered subsequently at <b>Offer Line</b> level.

## Sub Product Summary Tab

Field	Details
Funding Requested	Both of these fields will be populated on creation of the Offer Lines and will provide a summary of all data entered at the Offer Line level.
Number of Units	

## Contributions Tab

Selecting the **Contributions** tab will show the following screen:



Offer [L0047] - [SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type: Affordable Housing Fund 2021 - 26

Offer name: Test Offer Name

Number of Units: Firm: 0, Indicative: 0

Offer ID: 2140

Status: New

Sub product summary: **Contributions** Summary Report

Contributions	Amount (£)
Other capital sources	0
Loan supportable from net rental income of units in this scheme	0
Cross subsidy from open market sales (this scheme)	0
Cross subsidy from open market sales (other schemes)	0
Cross subsidy from provider's own resources	0
Recycled Capital Grant Fund	0
Other public subsidy - grant funded (double click on line to enter values)	0
Total initial sales income	0

Of the above borrowing, the amount that is intended to be secured under an Affordable Homes Guarantee (£) 0

Save Validate Submit Withdraw Audit Cancel

The contributions tab shows the total cumulative figures for contribution data entered at the **Offer Line** level. Providers are unable to edit figures in this tab.

If providers change the figures in any way in the Offer Lines they can review the figures here that have been entered at the **Offer Line** level and make any adjustments in the contribution screens within that level if errors are spotted.

The field details are shown below:

<b>Field</b>	<b>Details</b>
Other Capital Sources	The contribution which is coming from other external funding sources.
Loan supportable from net rental income of units in this scheme	Value of borrowing capacity from rents.
Cross subsidy from open market sales (this scheme)	Value of cross subsidy from new build market sale development across the bids.
Cross subsidy from open market sales (other schemes)	Value of cross subsidy from new build market sales across the bids.
Cross subsidy from providers own resources	Value of provider's own resources.
Recycled Capital Grant Fund	The contribution to bids which is being funded from the provider's RCGF resources. <i>[RCGF is an internal fund within the accounts of a provider used to recycle social housing assistance previously paid by Homes England in accordance with our policies and procedures]</i>
Other Public Subsidy – grant funded	Any other public resources, for example if the Local Authority is providing grant funding to help subsidise a scheme.
Total Initial Sales Income	The total value of all first tranche receipts.

## 2.5 Save the Offer record

In order to Save the Offer record the following minimum information must be input:

- Partnership
- Agreement
- Offer Type
- Offer name
- *Contributions tab – Auto Populated*

Once this information is input, select **Save** to create the **Offer** record.

Then select **Cancel** to close the screen.

The Offer, with unique Offer ID, will then be listed in the **Offer System screen – Offer View**.



Offer ID	Offer Name	Type	Status	Total Offer Units	Total Offer Firm Units	Partnership	Lead Partner Code
2140	Test Offer Name	Affordable Housing Fund 2021 - 26	New	0	0	L0047 AHP 2021 26 PARTNERSHIP	L0047

### Step 3 Creating a Firm Offer Line(s)

Where an Offer Line is indicated as **Firm** at least one Site must also be added to the Offer Line.

#### Step Summary:

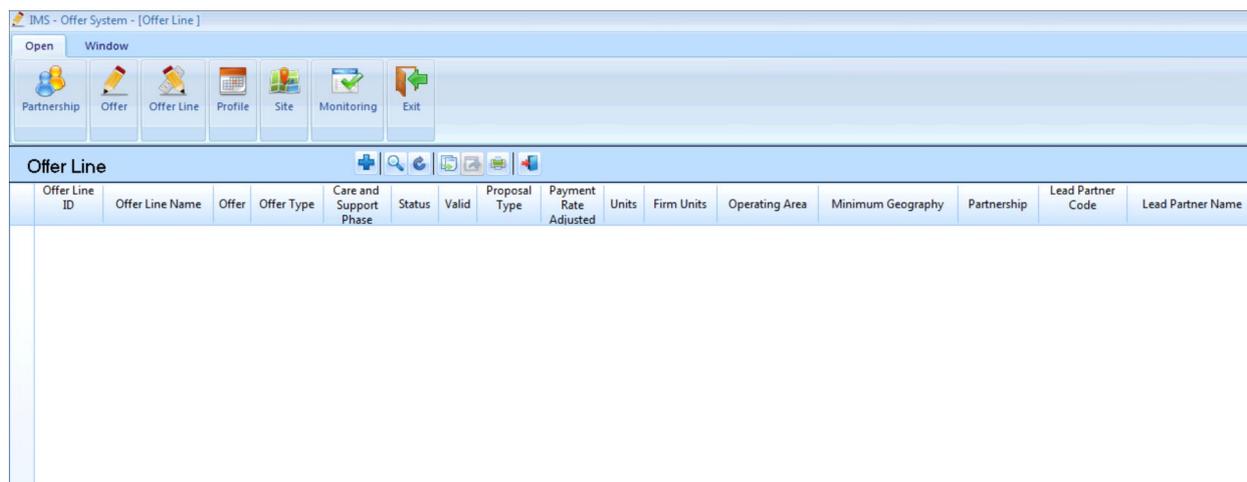
- 3.1 Select the Offer Line view
- 3.2 Select the 'Add' icon to create a new Offer Line record
- 3.3 Add a Site in the Offer Line screen – Site tab
- 3.4 Offer Line screen – Products tab
- 3.5 Add a Sub Product line beneath the Offer Line
  - 3.5.1 The Organisation tab
  - 3.5.2 The Unit Details tab
  - 3.5.3 The Design tab
  - 3.5.4 The Capital Contributions tab
  - 3.5.5 The Scheme Costs tab
  - 3.5.6 The Scheme Forecast tab
  - 3.5.7 The Scheme Progress tab
  - 3.5.8 The Additional Information tab

#### 3.1 Select the Offer Line view

In the **Offer Screen** select the **Offer Line** button



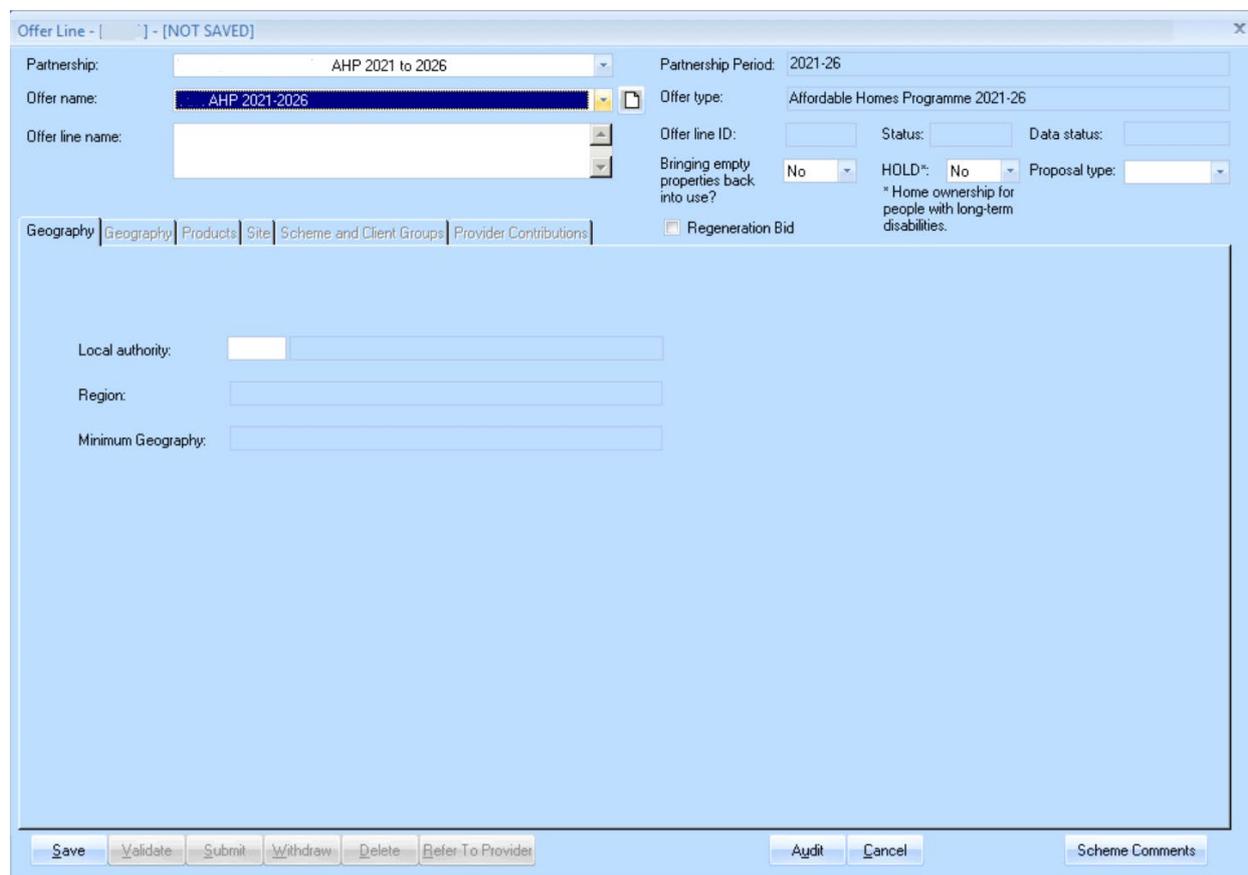
The following **Offer Line** view is then displayed:



Offer Line ID	Offer Line Name	Offer	Offer Type	Care and Support Phase	Status	Valid	Proposal Type	Payment Rate Adjusted	Units	Firm Units	Operating Area	Minimum Geography	Partnership	Lead Partner Code	Lead Partner Name

### 3.2 Select the Add icon to create a new Offer Line record.

The following **Offer Line screen** will be displayed:



The screenshot shows the 'Offer Line' application window. At the top, it displays 'Offer Line - [ ] - [NOT SAVED]'. The main area is divided into several sections:

- Partnership:** A dropdown menu with 'AHP 2021 to 2026' selected.
- Partnership Period:** A text field containing '2021-26'.
- Offer name:** A dropdown menu with 'AHP 2021-2026' selected.
- Offer type:** A text field containing 'Affordable Homes Programme 2021-26'.
- Offer line name:** An empty text field.
- Offer line ID:** An empty text field.
- Status:** An empty text field.
- Data status:** An empty text field.
- Bringing empty properties back into use?:** A dropdown menu with 'No' selected.
- HOLD\*:** A dropdown menu with 'No' selected.
- Proposal type:** A dropdown menu.
- Regeneration Bid:** A checkbox that is currently unchecked.

Below these fields are several tabs: 'Geography', 'Geography', 'Products', 'Site', 'Scheme and Client Groups', and 'Provider Contributions'. The 'Geography' tab is active, showing three empty text fields: 'Local authority:', 'Region:', and 'Minimum Geography:'. At the bottom of the window, there are buttons for 'Save', 'Validate', 'Submit', 'Withdraw', 'Delete', 'Refer To Provider', 'Audit', 'Cancel', and 'Scheme Comments'.

*Blank Offer Line screen*

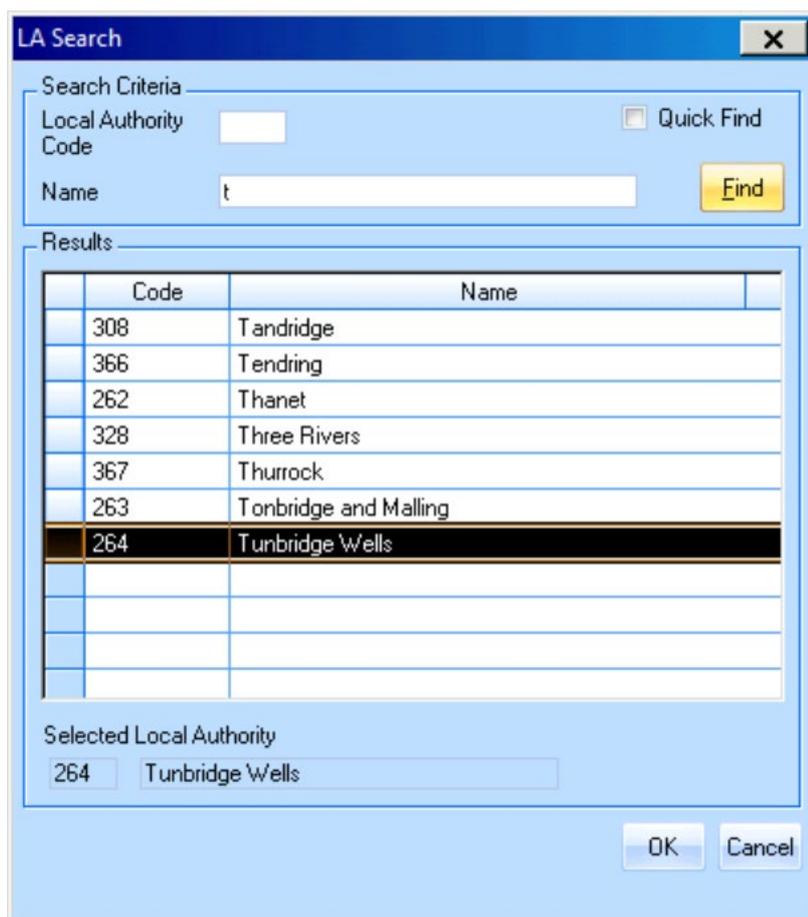
Providers must complete this screen as detailed below:

<b>Field</b>	<b>Details</b>
Partnership	Select the relevant Partnership from the drop-down menu.
Partnership Period	Auto-generated as 2021 - 2026 when a Partnership for that period is selected.
Offer name	Select the relevant offer from the drop-down menu.
Offer type:	Auto-generated as Affordable Homes Programme 2021 - 26.
Offer line name	Insert Offer Line name relevant to the development.
Bringing empty properties back into use?	Respond <b>Yes</b> or <b>No</b> as appropriate
HOLD*	Respond <b>Yes</b> or <b>No</b> as appropriate if this scheme is for Home Ownership for people with long-term disabilities
Proposal type	<b>Firm</b> or <b>Indicative</b> can be selected.
Regeneration Bid	Can only be selected if <b>Firm</b> is selected as the Proposal type.

### Offer Line screen – Geography Tab

After completing the fields of the screen described above, providers should complete the details in the **Geography tab** as detailed overleaf:

Field	Details
Local authority	Insert Local authority code. If this is not known right click in the box to open the <b>LA Search</b> screen (below) and search by code or name for the appropriate authority. When found highlight the appropriate row and click on <b>OK</b> .
Government Region	Auto-completed once Local Authority is selected.
Minimum Geography	Auto-completed once Local Authority is selected.



**LA Search**

Search Criteria

Local Authority Code   Quick Find

Name

Results

Code	Name
308	Tandridge
366	Tending
262	Thanet
328	Three Rivers
367	Thurrock
263	Tonbridge and Malling
264	Tunbridge Wells

Selected Local Authority

After completing the **Geography tab** providers should then select **Save**.

Once the **Offer line screen** has been saved the **Offer Line record** will be created and it will then appear in the **Offer Line list** with a unique Offer Line ID number:



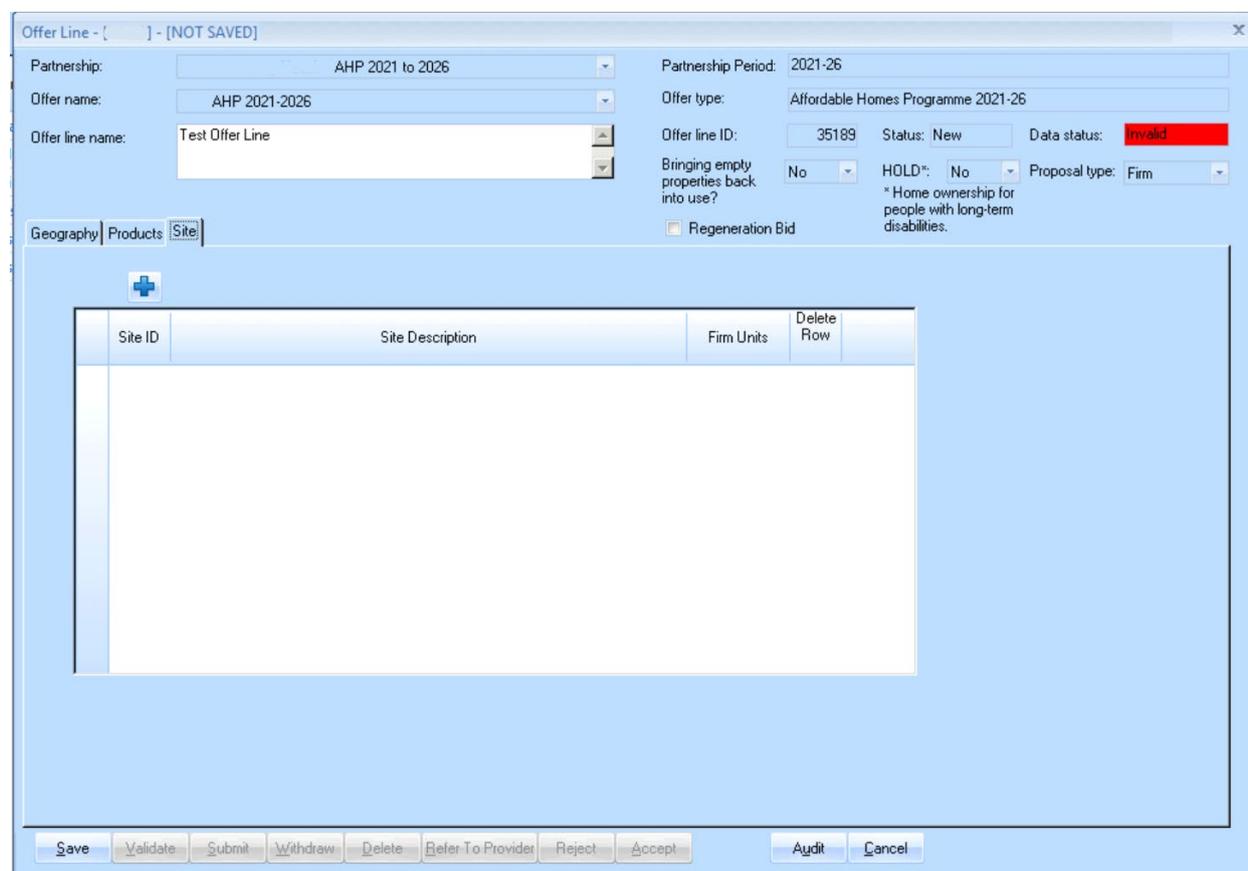
Offer Line ID	Offer Line Name	Offer	Offer Type	Care and Support Phase	Status	Valid	Proposal Type	Payment Rate Adjusted
30544	The White Bear	Test Offer Name	Affordable Housing Fund 2021 - 26		New	<input type="checkbox"/>	Firm	<input type="checkbox"/>

*Offer System – Offer List view (showing a saved Offer Line)*

The **Products** and **Site** tabs will now be available for data entry. As at least one site needs to be created for each offer line, it is recommended to start with the **Site** tab.

### 3.3 Add a Site in the Offer Line screen - Site tab

All offer lines with firm units must have at least one valid site defined. To set up or select a site, providers must first select the **Site tab** in the **Offer Line screen**.



Offer Line - [ ] - [NOT SAVED]

Partnership: AHP 2021 to 2026 Partnership Period: 2021-26  
 Offer name: AHP 2021-2026 Offer type: Affordable Homes Programme 2021-26  
 Offer line name: Test Offer Line Offer line ID: 35189 Status: New Data status: Invalid  
 Bringing empty properties back into use? No HOLD\*: No Proposal type: Firm  
 Regeneration Bid \* Home ownership for people with long-term disabilities.

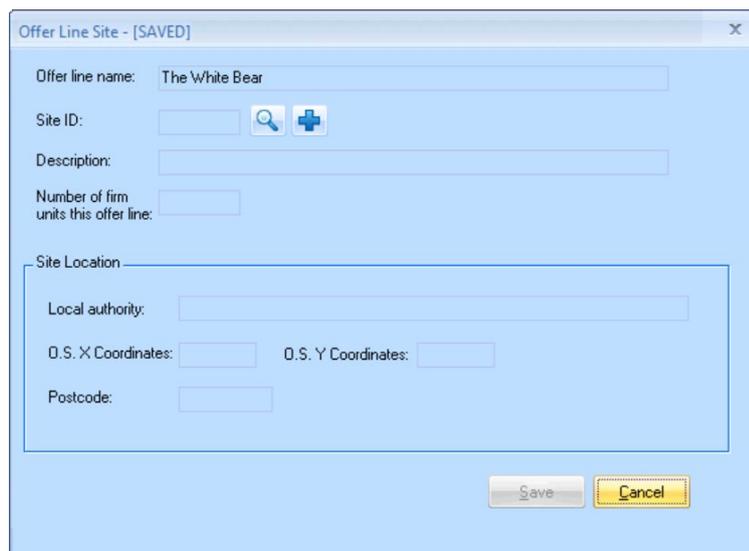
Geography Products **Site**

Site ID	Site Description	Firm Units	Delete Row

Save Validate Submit Withdraw Delete Refer To Provider Reject Accept Audit Cancel

*Offer Line screen showing Site tab*

Providers must then select the **Add**  icon to generate the **Offer Line Site** screen:



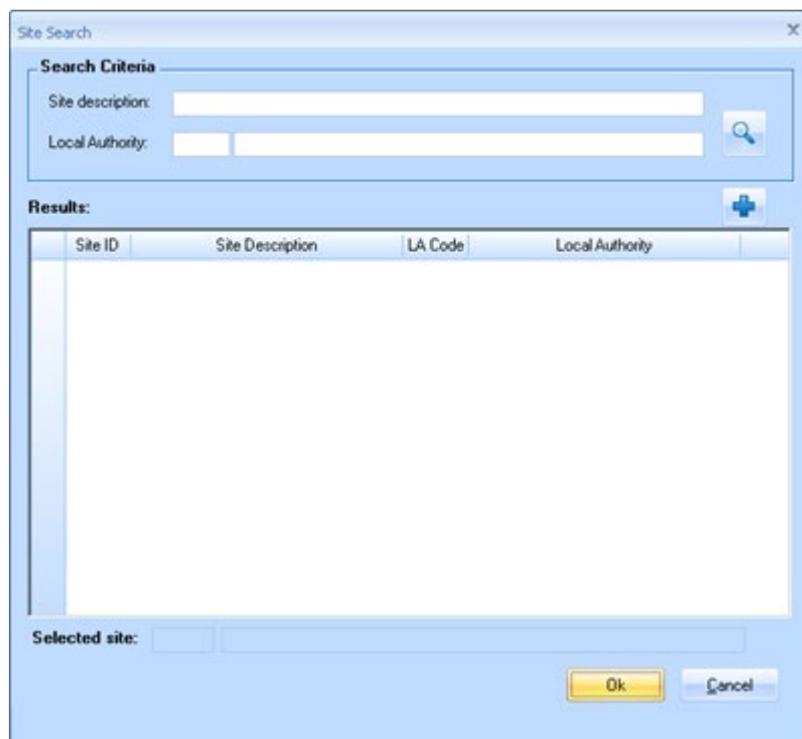
The screenshot shows a dialog box titled "Offer Line Site - [SAVED]". It contains the following fields and controls:

- Offer line name:
- Site ID:   
- Description:
- Number of firm units this offer line:
- Site Location section:
  - Local authority:
  - D.S. X Coordinates:  D.S. Y Coordinates:
  - Postcode:
- Buttons:

*Offer Line Site screen*

Select the  icon to search for an existing site or use the  icon to create a new one.

The following **Site Search** screen will be displayed when pressing the  icon:



The screenshot shows a dialog box titled "Site Search". It contains the following sections and controls:

- Search Criteria** section:
  - Site description:
  - Local Authority:  
- Results** section: 
- Results table:
 

Site ID	Site Description	LA Code	Local Authority
- Selected site:
- Buttons:

*Site Search screen*

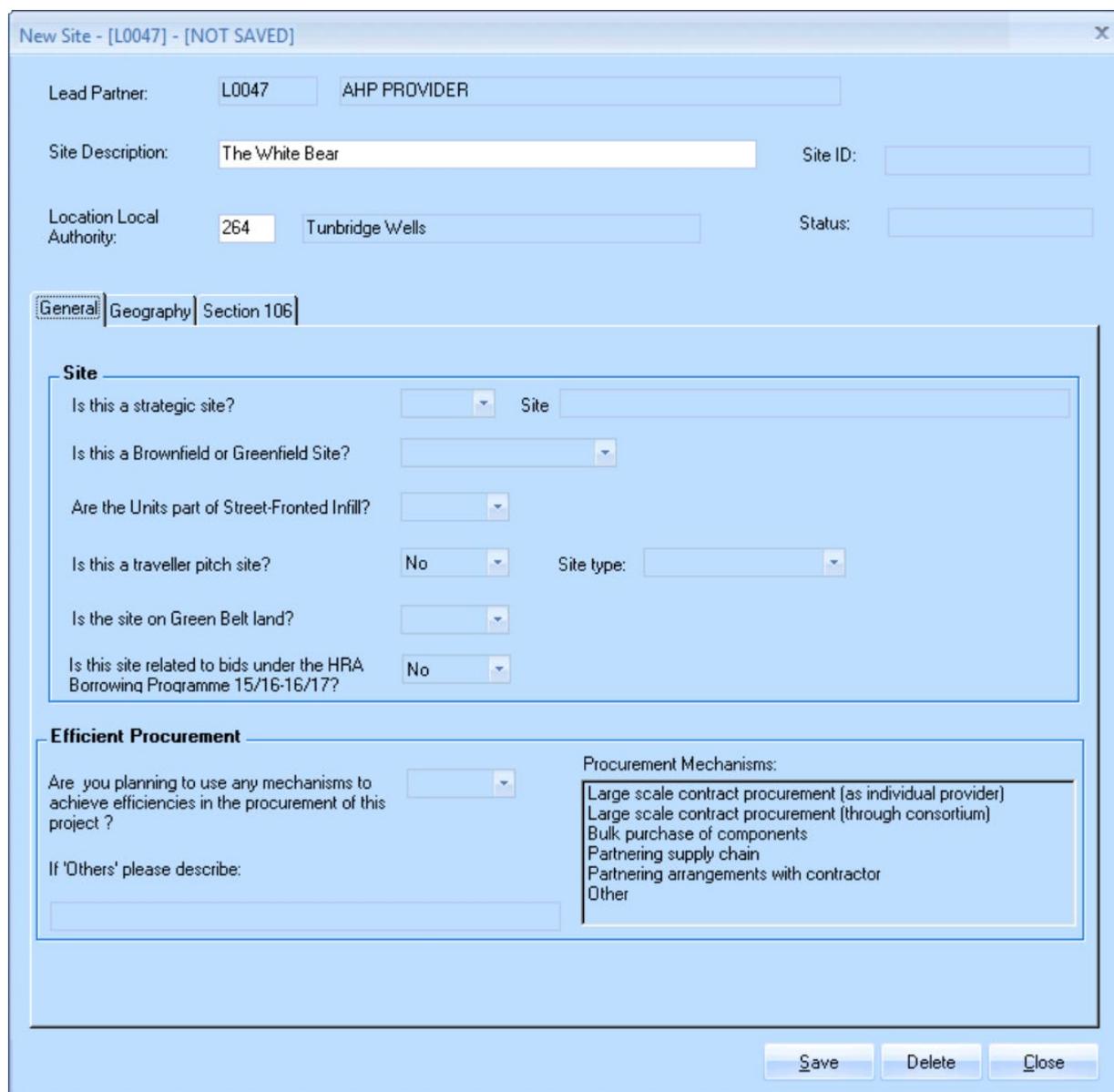
Providers can search for a previously entered site either by entering a site description or a local authority in the top two data fields and pressing the  icon.

To add a new site select the **Add**  icon and the following **New Site** screen will be generated:

### 3.3.1 New Site screen

Providers must first complete the **Site Description** and **Location Local Authority** fields before selecting **Save**.

The site record will be created and the **General**, **Geography** and **Section 106** tabs will then become available.



*New Site screen*

Providers must complete the screen as detailed below:

<b>Field</b>	<b>Details</b>
Site Description	Enter site description
Location Local Authority	Enter location local authority code – place cursor in field and right-click to access local authority search facility.

## New Site Screen - General tab

**New Site - [L0047] - [NOT SAVED]**

Lead Partner:

Site Description:  Site ID:

Location Local Authority:   Status:

General | Geography | Section 106

**Site**

Is this a strategic site?  Site:

Is this a Brownfield or Greenfield Site?

Are the Units part of Street-Fronted Infill?

Is this a traveller pitch site?  Site type:

Is the site on Green Belt land?

Is this site related to bids under the HRA Borrowing Programme 15/16-16/17?

**Efficient Procurement**

Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?

If 'Others' please describe:

Procurement Mechanisms:

- Large scale contract procurement (as individual provider)
- Large scale contract procurement (through consortium)
- Bulk purchase of components
- Partnering supply chain
- Partnering arrangements with contractor
- Other**

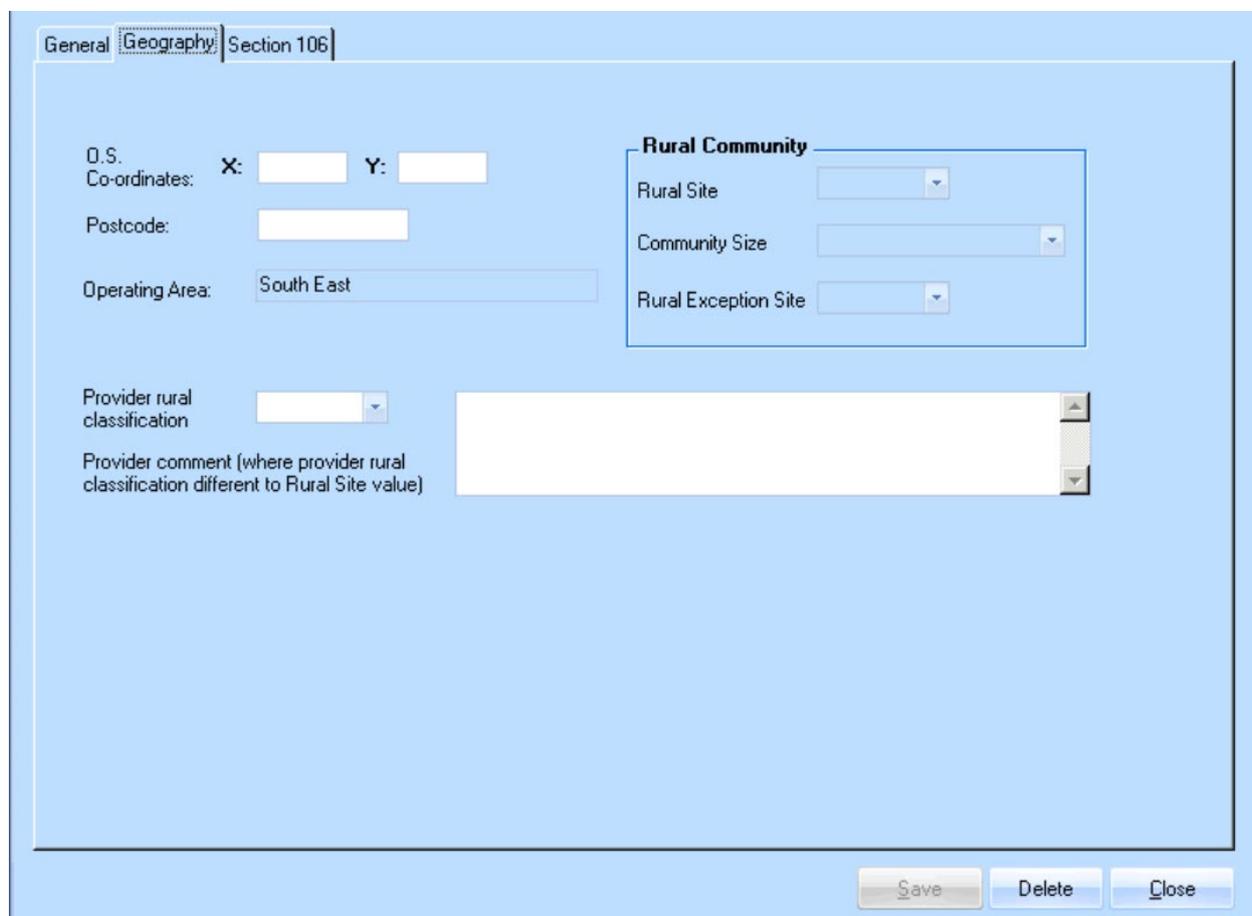
*New Site Screen - General tab*

Providers must complete the screen as detailed below:

<b>Field</b>	<b>Details</b>
Is this a strategic site?	Yes/No
Site	Enabled if previous answer is 'Yes'
Is this a Brownfield / Greenfield site	Mandatory. Available entries are: <ul style="list-style-type: none"> <li>• Greenfield</li> <li>• Brownfield</li> <li>• Not Applicable</li> </ul>
Are the units street fronted infill?	Yes/No

Is this a traveller pitch site?	Yes/No
Site Type	Mandatory if selected Yes to 'Is this a traveller pitch site'. Available entries are: <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> <li>• Transit</li> </ul>
Is the site on Green Belt land	Mandatory. Yes / No
Is this site related to bids under the HRA Borrowing Programme 15/16 – 16/17?	Defaults to No
Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?	Mandatory. Yes/ No If Yes, please select from the list available, one or more are selectable. If 'Other' is selected please type in a description.

### New Site Screen - Geography tab

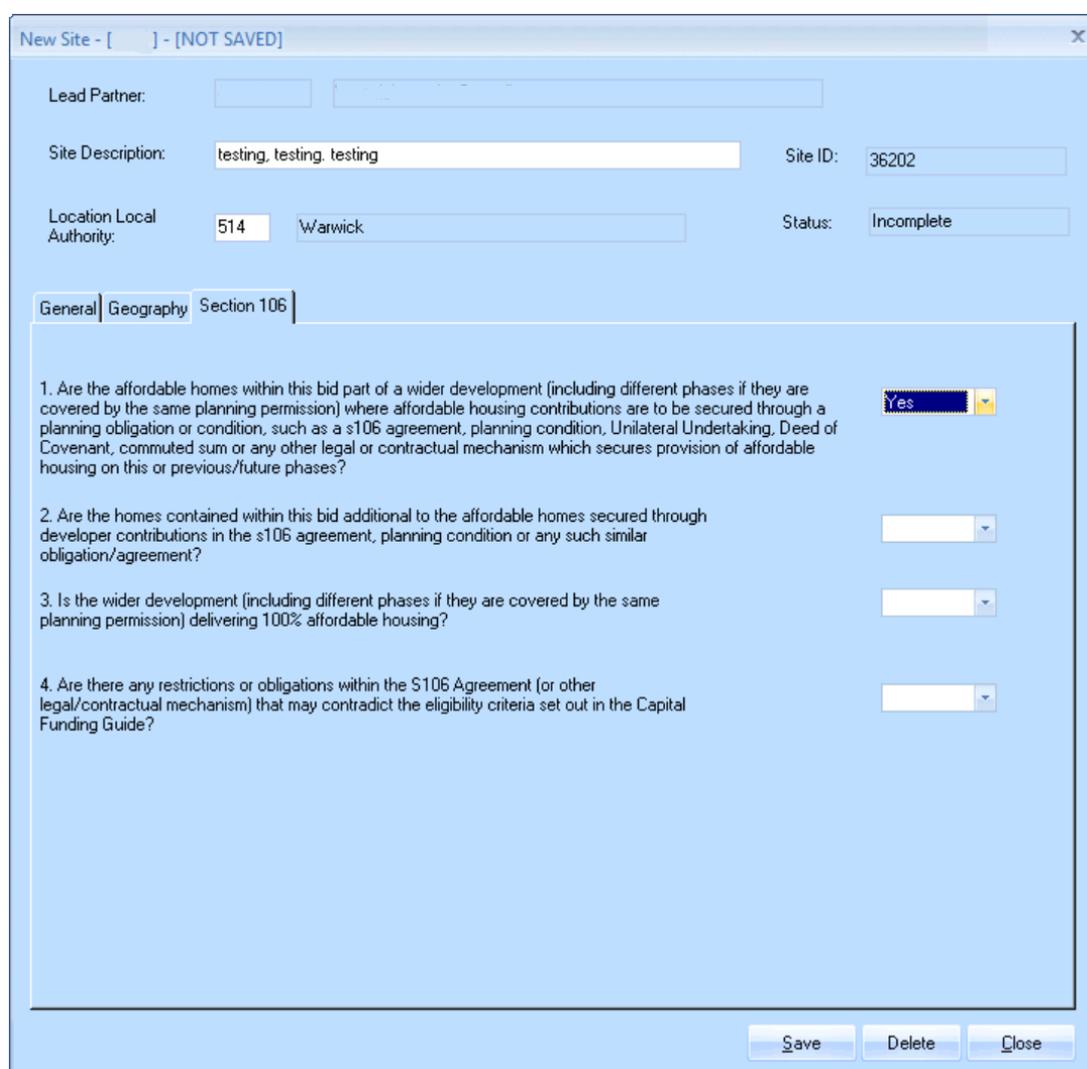


*New Site Screen - Geography tab*

Providers complete the screen as detailed overleaf:

<b>Field</b>	<b>Details</b>
OS Co-ordinates X & Y	Mandatory.
Postcode	Not mandatory.
Rural Site / Community Size / Rural Exception Site	These are determined from the Spatial Intelligence system operated by Homes England based on the supplied OS co-ordinates.
Rural Exception Site	Mandatory. Yes/No
Provider rural classification.	Mandatory if a rural site is determined. Yes / No. Provider should enter Yes if they wish to challenge the rural information auto-populated from the OS co-ordinates.
Provider comment (where provider rural classification different to Rural Site value)	Mandatory if 'No' selected for 'Provider rural classification' is marked as 'No'

### New Site Screen - Section 106 tab



Lead Partner:

Site Description:  Site ID:

Location Local Authority:   Status:

General | Geography | **Section 106**

1. Are the affordable homes within this bid part of a wider development (including different phases if they are covered by the same planning permission) where affordable housing contributions are to be secured through a planning obligation or condition, such as a s106 agreement, planning condition, Unilateral Undertaking, Deed of Covenant, commuted sum or any other legal or contractual mechanism which secures provision of affordable housing on this or previous/future phases?

2. Are the homes contained within this bid additional to the affordable homes secured through developer contributions in the s106 agreement, planning condition or any such similar obligation/agreement?

3. Is the wider development (including different phases if they are covered by the same planning permission) delivering 100% affordable housing?

4. Are there any restrictions or obligations within the S106 Agreement (or other legal/contractual mechanism) that may contradict the eligibility criteria set out in the Capital Funding Guide?

New Site Screen - Section 106 tab

Providers must complete the screen shown on the previous page as below:

<b>Field</b>	<b>Details</b>
<p>Q1 – Are the affordable homes within this bid part of a wider development (including different phases if they are covered by the same planning permission) where affordable housing contributions are to be secured through planning obligation or condition, such as a s106 agreement, planning condition, Unilateral Undertaking, Deed of Covenant, commuted sum or any other legal or contractual mechanism which secures the provision of affordable housing on this or previous /future phases?</p>	<p>Mandatory, <b>Yes</b> or <b>No</b>. If <b>Yes</b> then questions two to four become editable and need to be completed. If <b>No</b> then no further information is required on this tab.</p>
<p>Q2 – Are the homes contained within this bid additional to the affordable homes secured through developer contributions in the s106 agreement, planning condition or any such similar obligation/agreement?</p>	<p>Not editable if Q1 = 'No'; otherwise mandatory <b>Yes</b> or <b>No</b> response.</p>
<p>Q3 – Is the wider development (including different phases if they are covered by the same planning permission) delivering 100% affordable housing?</p>	<p>Not editable if Q1 = 'No'; otherwise mandatory <b>Yes</b> or <b>No</b> response.</p>
<p>Q4 – Are there any restrictions or obligations within the s106 agreement (or other legal/contractual mechanism) that may contradict the eligibility criteria set out in the Capital Funding Guide?</p>	<p>Not editable if Q1 = 'No'; otherwise mandatory <b>Yes</b> or <b>No</b> response.</p>

If the site identified is from an existing Site record created in a previous programme period then the following screenshots and table of questions to follow apply to those site records. For the new submissions in 2021–26 these existing records require checking to ensure up to date and relevant.

Update Site - [L0047] - [NOT SAVED]

Lead Partner: L0047 AHP PROVIDER

Site Description: The White Bear Site ID: 34898

Location Local Authority: 264 Tunbridge Wells Status: Incomplete

General | Geography | Section 106

1. Are the affordable homes part of a larger (mixed tenure) scheme and subject to contributions for affordable housing to be secured through a s.106 planning agreement?

2. Is there a completed s.106 affordable housing agreement for the scheme (i.e. signed and registered with Land Registry)?

3. Does this s.106 explicitly require Homes England funding in order to complete, and if so has a DAT or similar test been carried out in order to demonstrate evidence of additionality?

4. What is the anticipated timescale for achieving a completed s.106 (in months)?

5. Is it anticipated that the proposed s.106 will be conditional on Homes England funding?

6. What is the total number of affordable homes proposed on the whole scheme? (Do not enter the number for an individual phase, but for the scheme as a whole)

7. What is the total number of all homes (including affordable and market homes) proposed on the whole scheme? (Do not enter the number for an individual phase, but for the scheme as a whole)

8. Have you submitted Homes England's development appraisal model to evidence the additionality of the enhanced s.106 scheme?

9. Have you submitted an alternative appraisal model to evidence the additionality of the enhanced s.106 scheme?

Save Delete Close

Existing Site Screen - Section 106 tab

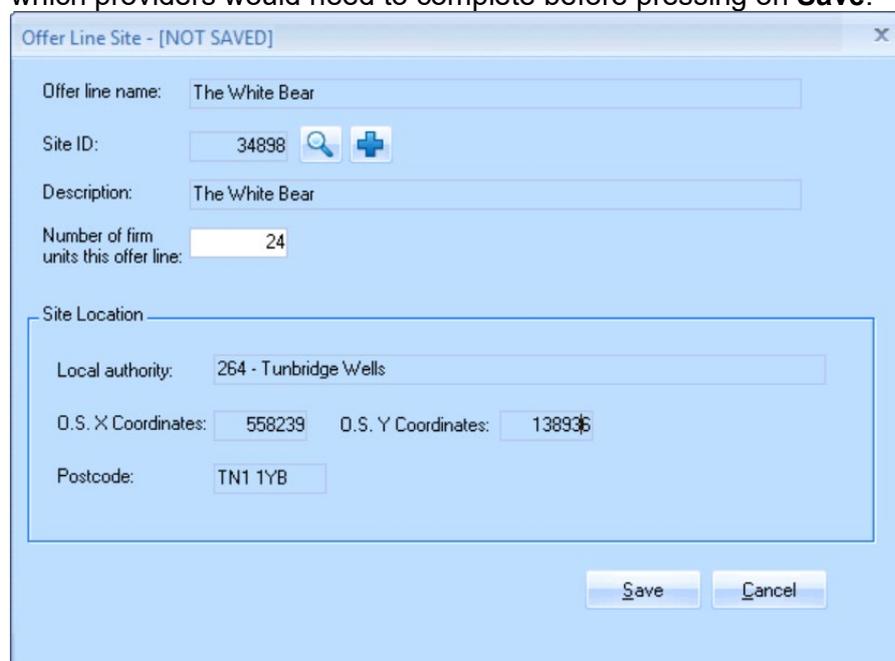
Providers must complete the screen shown on the previous page as below:

Field	Details
Q1 – Are the affordable homes part of a larger (mixed tenure) scheme and subject to contributions for affordable housing to be secured through a S.106 housing agreement?	Mandatory
Q2 – Is there a completed S.106 affordable housing agreement for the scheme (i.e. signed and registered with the Land Registry)?	Not editable if Q1 = 'No'; otherwise mandatory.
Q3 – Does this S.106 explicitly require Homes England funding in order to complete, and if so has a DAT or similar test been carried out in order to demonstrate evidence of additionality?	Not editable if Q1 = 'No'; otherwise mandatory. <i>Note: DAT – This is Homes England's Development Appraisal Tool. For further details on this speak to the Homes England Affordable Housing Growth Team.</i>

Q4 – What is the anticipated timescale for achieving a completed S.106 (in months)?	Numeric. Not editable if Q1 = 'No' or Q2 = 'Yes'; otherwise mandatory. $0 < Q4 \leq 99$
Q5 – Is it anticipated that the proposed S.106 will be conditional on Homes England funding?	Not editable if Q1 = 'No' or Q2 = 'Yes'; otherwise mandatory
Q6 – What is the total number of affordable homes on the whole scheme? (Do not enter the number for an individual phase but for the scheme as a whole)	Numeric. Not editable if Q1 = 'No'; otherwise mandatory $0 < Q6 \leq 9999$
Q7 – What is the total number of all homes (including affordable and market homes) proposed for the whole scheme? (Do not enter the number for an individual phase but for the scheme as a whole)	Numeric. Not editable if Q1 = 'No'; otherwise mandatory $Q6 \leq Q7 \leq 9999$
Q8 – Have you submitted the Homes England development appraisal model to evidence the additionality of the enhanced S.106 scheme?	Not editable if Q1 = 'No'; otherwise mandatory
Q9 - Have you submitted an alternative appraisal model to evidence the additionality of the enhanced S.106 scheme?	Not editable if Q1 = 'No' or Q8 = 'Yes'; otherwise mandatory.

After completing and saving this last screen, providers will be taken back to the **Offer Line Site** screen.

All the details will be auto-populated apart from the **Number of firm units this Offer Line** field which providers would need to complete before pressing on **Save**.



The screenshot shows a web form titled "Offer Line Site - [NOT SAVED]". The form contains the following fields and values:

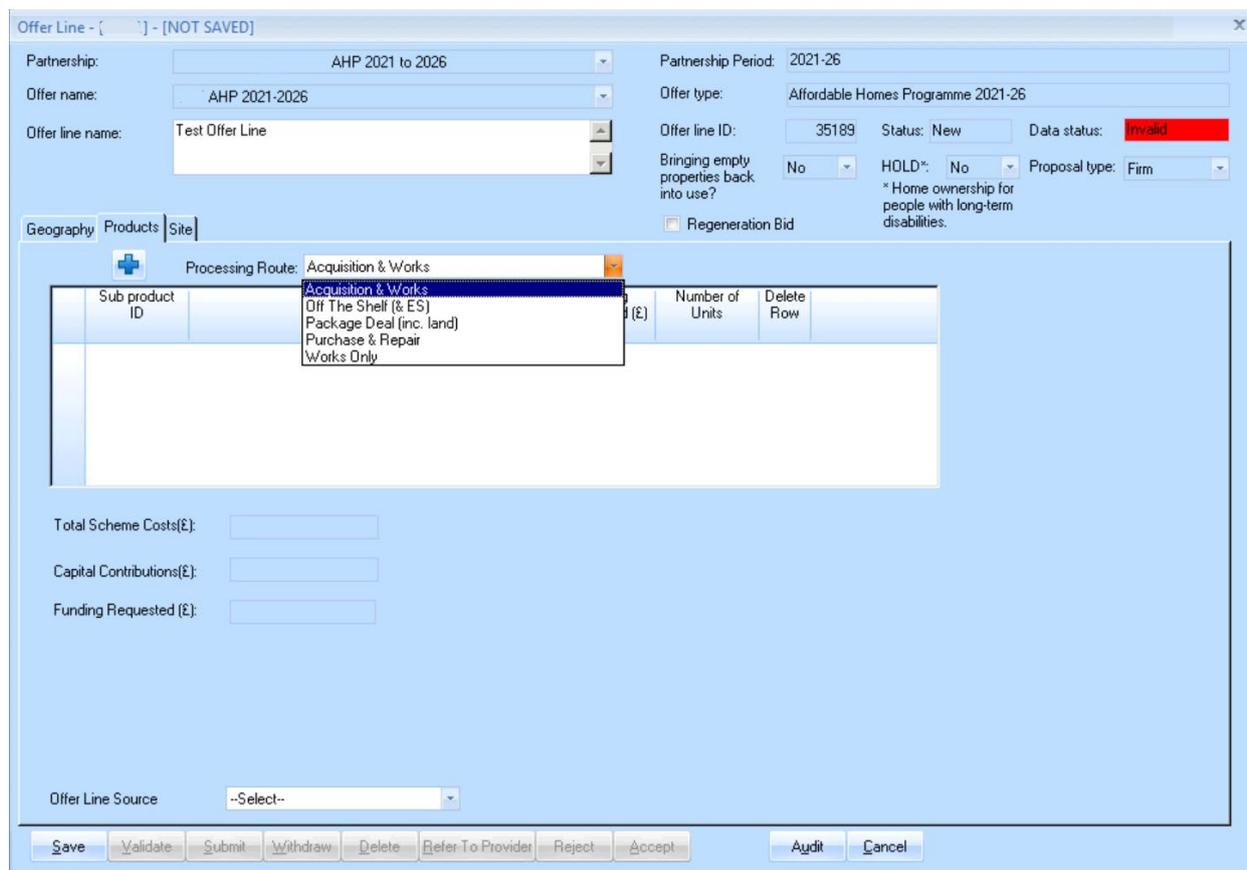
- Offer line name: The White Bear
- Site ID: 34898
- Description: The White Bear
- Number of firm units this offer line: 24
- Site Location section:
  - Local authority: 264 - Tunbridge Wells
  - D.S. X Coordinates: 558239
  - D.S. Y Coordinates: 138936
  - Postcode: TN1 1YB

At the bottom of the form are "Save" and "Cancel" buttons.

*Offer Line Site screen – after site details entered*

### 3.4 Offer Line screen - Products tab

The **Products** tab is shown below:



*The Offer Line screen – showing Products tab*

The **Processing Route** must be selected first, then **Offer Line Source** at the bottom of the screen before saving to open up the further fields to be entered.

Only one **Processing Route** can be selected for each Offer Line.

Providers can submit a **Help to Buy – Shared Ownership, Rent to Buy, Social Rent or Affordable Rent** sub-product under the same **Processing Route**. Separate Offer Lines must be created for each processing route.

<b>Field</b>	<b>Details</b>
Processing route	<p>Select from the types available.</p> <ul style="list-style-type: none"> <li>• Acquisition &amp; Works</li> <li>• Off The Shelf (&amp; ES)</li> <li>• Package Deal (inc.Land)</li> <li>• Purchase &amp; Repair</li> <li>• Works Only</li> </ul>

Sub Product table	Use the Add  icon in the Products tab to input at least one Sub product line beneath the Offer Line (see next section below)
Total Scheme Costs (£)	Auto-generated from the data entered at Sub Product level.
Capital Contributions (£)	Auto-generated from the data entered at Sub Product level.
Funding Requested (£)	Auto-generated from the data entered at Sub Product level.
Offer Line Source	Requires selection but can only be <b>Continuous Market Engagement</b> or <b>Substitution</b>

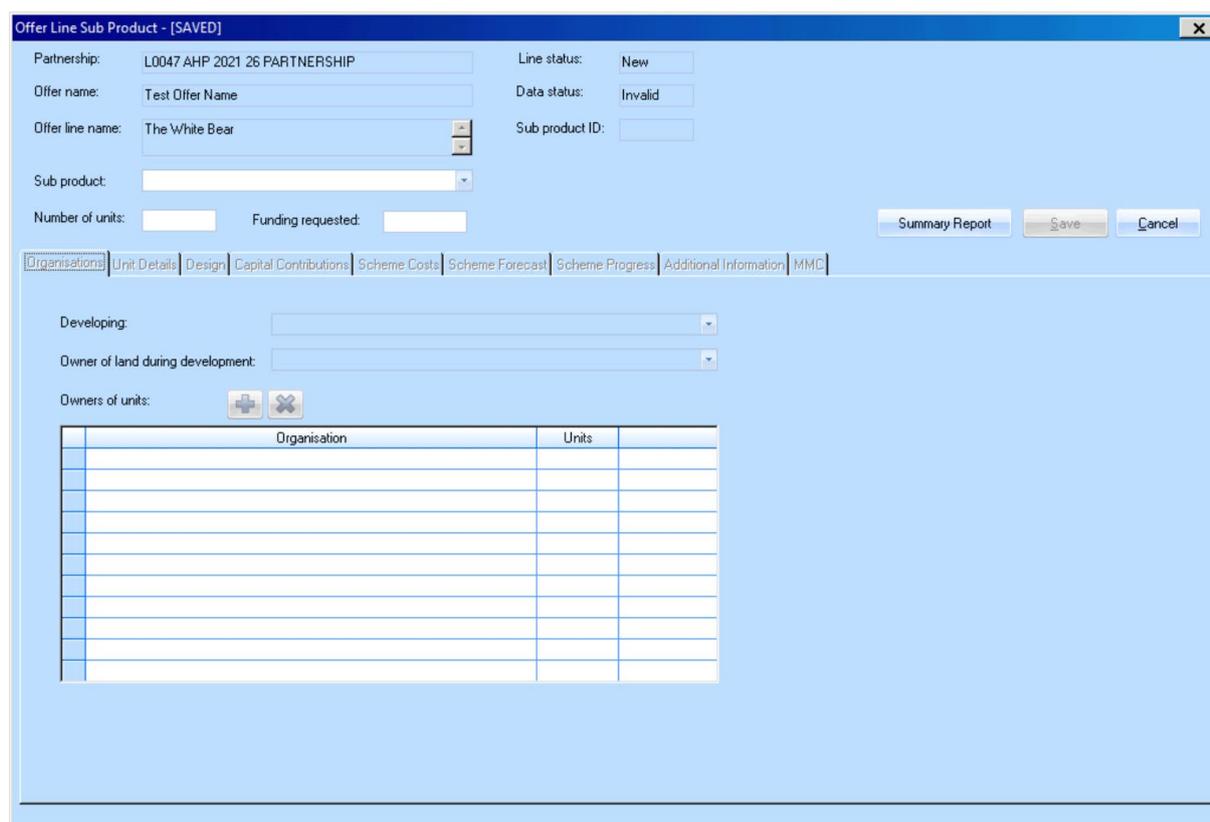
### 3.5 Add a Sub Product line beneath the Offer Line.

**Only one Sub Product line can be added beneath each Offer Line.**

Providers are advised to enter the relevant site details (refer back to **section 3.3** for guidance on how to set up a Site) before setting up the corresponding firm sub-product as this will save time if there is any incongruous data between the data entered at the site and sub-product levels.

Select the Add  Icon and the Offer Line Sub product screen overleaf will be generated:

## Offer Line Sub Product screen



Offer Line Sub Product screen (before any data entered)

Providers are required to complete the screen as detailed below:

<b>Field/Table</b>	<b>Details</b>
Partnership	Auto-generated field
Offer name	Auto-generated field
Offer line name	Auto-generated field
Sub Product	Select <b>Help to Buy – Shared Ownership; Rent to Buy, Social Rent</b> or <b>Affordable Rent</b> .
Number of units	Mandatory – enter number of units in Sub Product.
Funding requested	Enter the amount of Funding Requested in Pounds (£)

Once data has been entered into the available fields above, select **Save** to create the Sub Product record. The tabs described in the following sections will then be available to complete.

### 3.5.1 Organisation tab

This screen allows providers to specify which partners within their partnership will be developing, owning the land during the development and the units after completion for this particular sub-product.

Offer Line Sub Product - [NOT SAVED]

Partnership: AHP 2021 to 2026      Line status: New

Offer name: AHP 2021-2026      Data status: Invalid

Offer line name: Test Offer Line      Sub product ID: 37642

Sub product: Affordable Rent

Number of units: 10      Funding requested: 300,000

Summary Report   Save   Cancel

Organisations | Unit Details | Design | Capital Contributions | Scheme Costs | Scheme Forecast | Scheme Progress | Additional Information

Developing: L4 Housing Group

Owner of land during development: L4 Housing Group

Owners of units:  

Organisation	Units
L4 Housing Group	10

Are you intending to work with SME contractors on this scheme?

Offer Line Sub Product screen showing Organisations tab

Select the appropriate **Developing** and **Owners of land during development** organisations from the dropdown list.

**Note: These lists are populated from the information entered when creating a Partnership. If there are no organisations presented, or different organisations need to be added to the list, go back and edit the Partnership (section 1).**

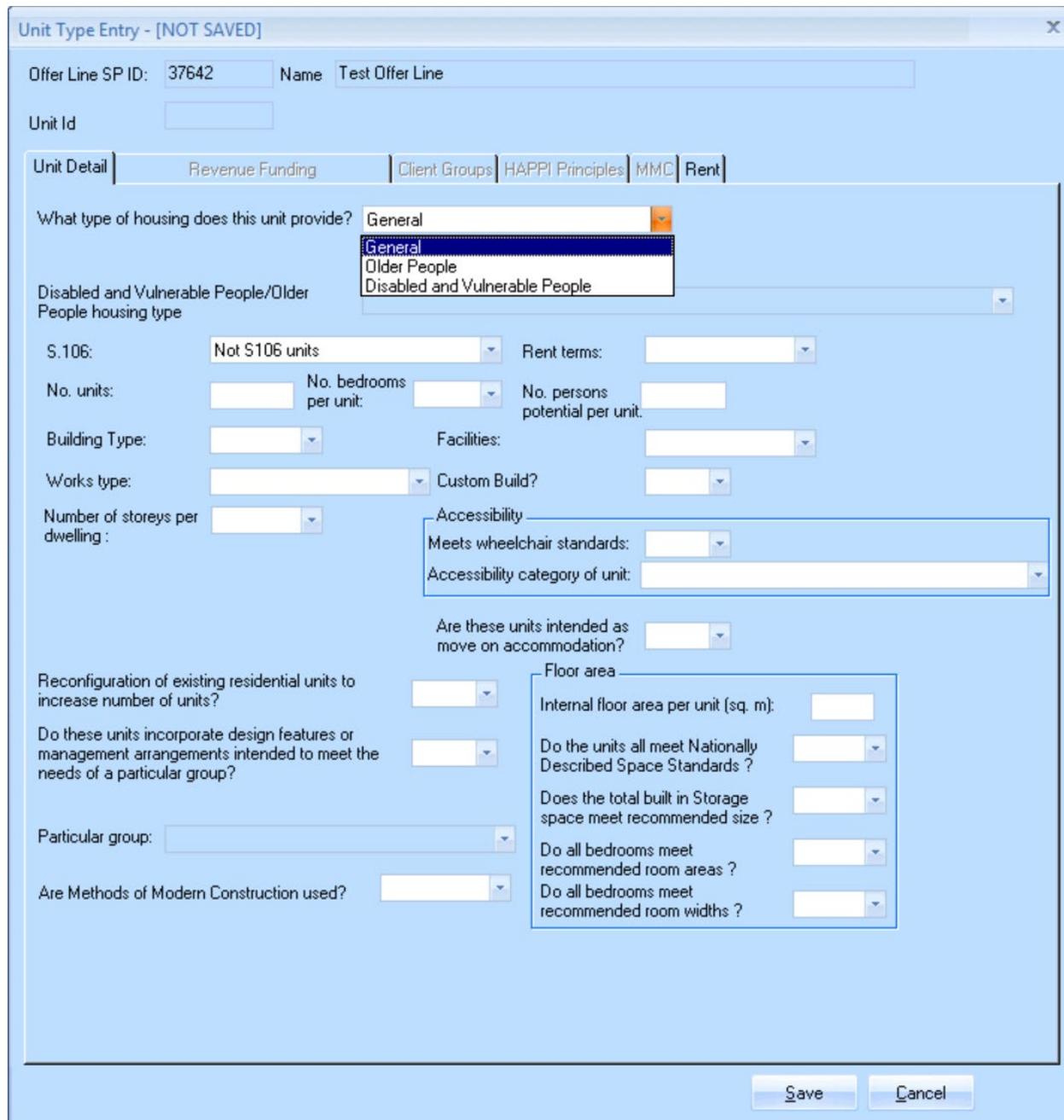
To add **Owners of units** select the add  icon and select the organisation required, then enter in the number of units they will own. More than one owner can be listed.

The final question asks if the provider is intending to work with SME contractors on this scheme, this is a yes or no answer and relevant to this scheme alone.



## Unit Details Tab - Unit Details

Providers need to complete the **Unit Detail** tab first. If the answer to the question ‘**What type of housing does this unit provide?**’ on the **Unit Details** screen is for Disabled and Vulnerable People, providers will be required to complete the **Revenue Funding**, **Client Groups** and **HAPPI Principles** tabs.



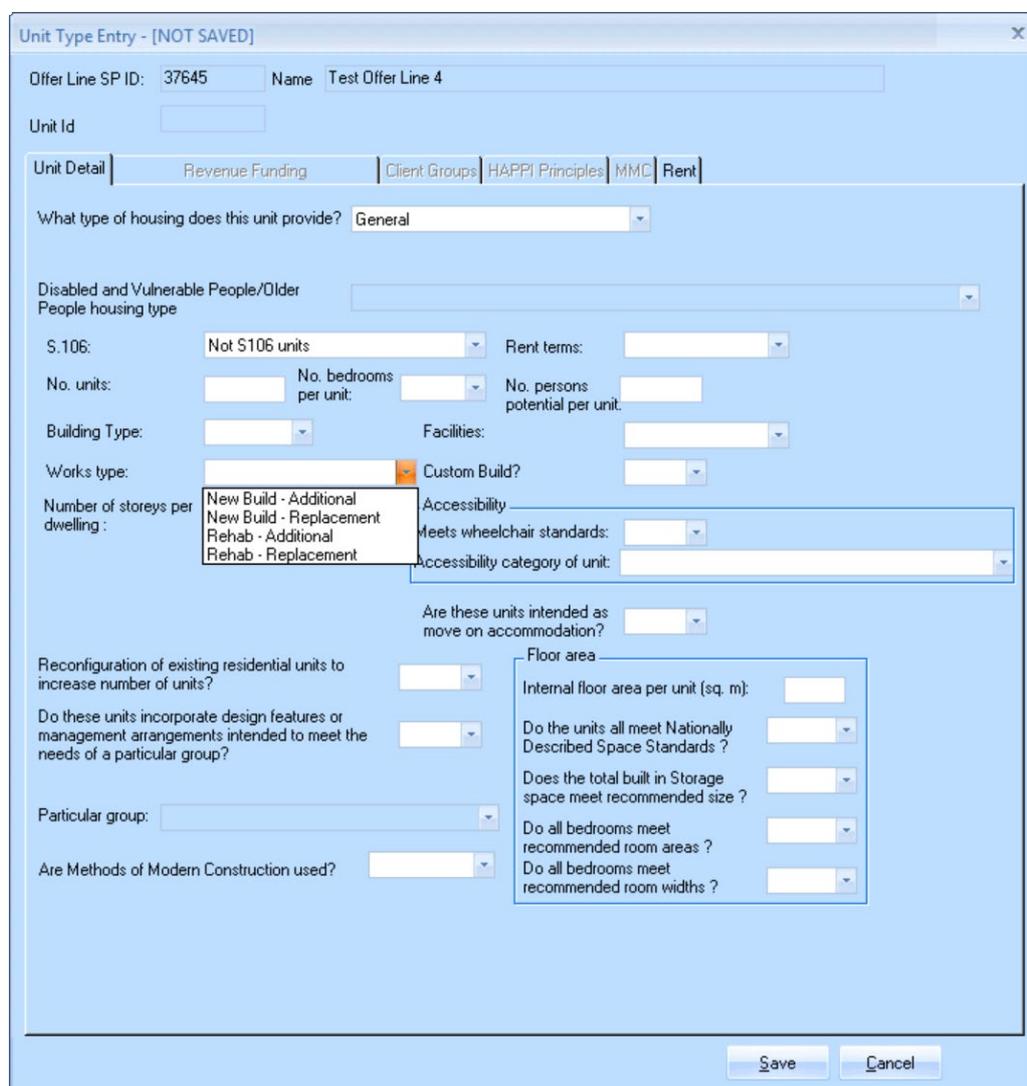
Offer Line Sub Product screen showing Unit Detail tab

Providers must complete this screen as detailed below:

<b>Field</b>	<b>Details</b>
Offer Line SP ID and Name	Auto-populated
Unit ID	Auto-populated

What type of housing does this unit provide?	Select from: <ul style="list-style-type: none"> <li>• General</li> <li>• Older People</li> <li>• Disabled and Vulnerable People</li> </ul>
Disabled and Vulnerable People / Older People Housing Type	Mandatory if Older People or Disabled and Vulnerable People is selected above. Select from the list provided
S.106	See S.106 rules table overleaf
Rent terms	Mandatory. Auto-populated as <b>Shared Ownership</b> if <b>Help to Buy – Shared Ownership</b> selected as sub product. It will be a choice between <b>Affordable Rent</b> or <b>Social Rent</b> for the alternative options.
No of units	Enter a value
No. of bedrooms per unit	Enter a value
No. of persons potential per unit	Enter a value
Building type	Select a value from Bedsit, Flat, House, Maisonette and Bungalow
Facilities	Select a value from Shared, Self-Contained or a mix of Self-Contained and Shared
Works type	<b>New Build</b> or <b>Rehab</b> . If the <b>regeneration</b> checkbox has been selected the options are <b>New Build – Additional, New Build – Replacement, Rehab – Additional</b> and <b>Rehab - Replacement</b>
Custom build?	Select 'Yes' or 'No'
Number of storeys per dwelling	Select number of storeys per unit <b>NOT</b> the entire block [if flats/apartments].
Meets wheelchair standards	Select 'Yes' or 'No'
Accessibility category of unit	Note Category 1 is equivalent to not meeting wheelchair standards so should only be selected when the answer to the previous question is No.
Are these units intended as move on accommodation?	Select 'Yes' or 'No'
Reconfiguration of existing residential units to increase number of units? – <b>Only visible and applicable if 'Rehab' is selected as Works Type</b>	Select 'Yes' or 'No'
Are these units intended as move on accommodation?	Select 'Yes' or 'No'
Do these units incorporate design features or management arrangements intended to meet the needs of a particular group?- Applicable if 'General Needs' is selected	Select 'Yes' or 'No'

Particular group: - <b>Applicable if the 'Do these units incorporate...' is answered as 'Yes'</b>	Select a value from BME Community, Disabled People, Faith Groups, People at risk of domestic violence and Young or Older People.
Are Modern Methods of Construction being used?	Select 'Unknown', 'Yes' or 'No'
Internal floor area per unit (sq. m)	Total unit size (m <sup>2</sup> ) per unit. This should be the gross internal floor area, not including communal areas. The size of communal areas will be picked up at the scheme stage.
Do the units all meet Nationally Described Space Standards?	Select 'Yes' or 'No'. If Yes the next three questions are all auto populated to Yes as well.
Does the total built in Storage space meet recommended size?	Select 'Yes' or 'No'.
Do all bedrooms meet recommended room areas?	Select 'Yes' or 'No'.
Do all bedrooms meet recommended room widths?	Select 'Yes' or 'No'.



Offer Line Sub Product screen showing Unit Detail tab, highlighting the works types for regeneration bids.

### s106 rules

- 1) If the Offer line has been linked to a site IMS will automatically populate this field as follows:
  - a) Site set up as a s106 site.
    - i) If the provider has set the **Funding requested** to zero then IMS will automatically populate this field as **Nil Grant s106**.
    - ii) If the provider has set the **Funding requested** to greater than zero then IMS will automatically populate this field as **s106 Requiring Grant**.
  - b) Site not set up as s106 site:
    - i) Whether the provider has set the **Funding requested** to zero or greater than zero then IMS will automatically populate this field as **Not s106 Unit**.
  
- 2) If the Offer line has not yet been linked to a site this field should be completed now.
  - a) If £0 (zero) has been entered under **Funding requested** select either
    - i) Not s106 units
    - ii) Nil grant s106 units
  - b) If an amount greater than £0 has been entered under **Funding requested** select either
    - i) Not s106 units
    - ii) s106 units requiring grant

### Offer Line Validation for Firm offer lines

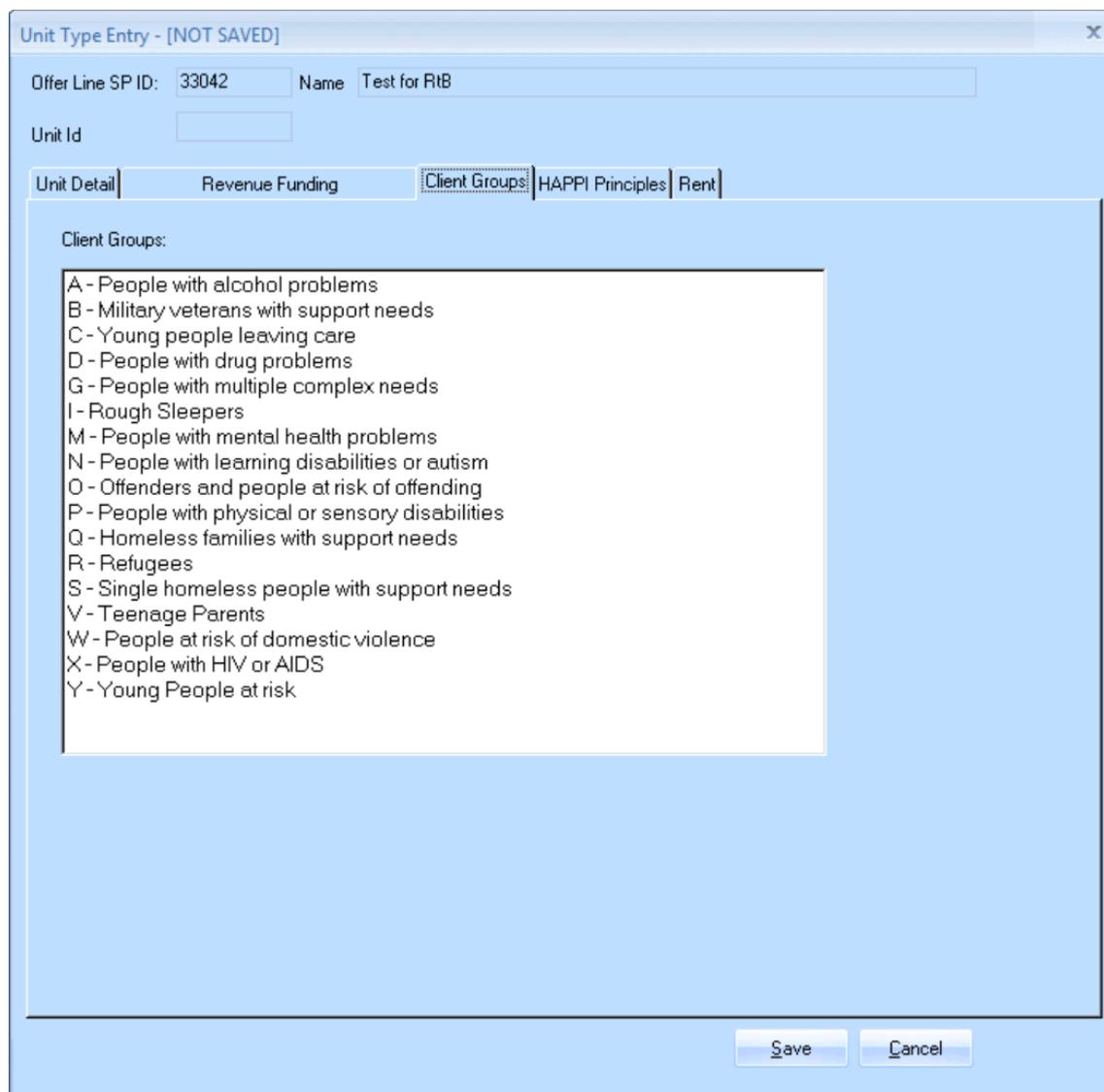
On validation, the system will enforce the rules above again. If the selected s106 data does not match the site, the user will be obliged to correct the unit data before the offer line can be validated.

This caters for where:

- 1) User switches between Sites and this changes the s106 characteristic
- 2) User changes from £0 to > £0 for **Funding requested**.

## Unit Details Tab - Client Groups

Providers must select one client group from the available list if they select **Housing for Disabled or Vulnerable People** as an answer to the question ‘What type of housing does this unit provide?’ on the **Unit Details** screen.



The screenshot shows a web application window titled "Unit Type Entry - [NOT SAVED]". At the top, there are input fields for "Offer Line SP ID:" (containing "33042") and "Name" (containing "Test for RtB"). Below these is an empty "Unit Id" field. A horizontal tab bar contains five tabs: "Unit Detail", "Revenue Funding", "Client Groups" (which is selected and highlighted), "HAPPI Principles", and "Rent". The main content area is titled "Client Groups:" and contains a list of 16 client group categories, each with a letter code and a description:

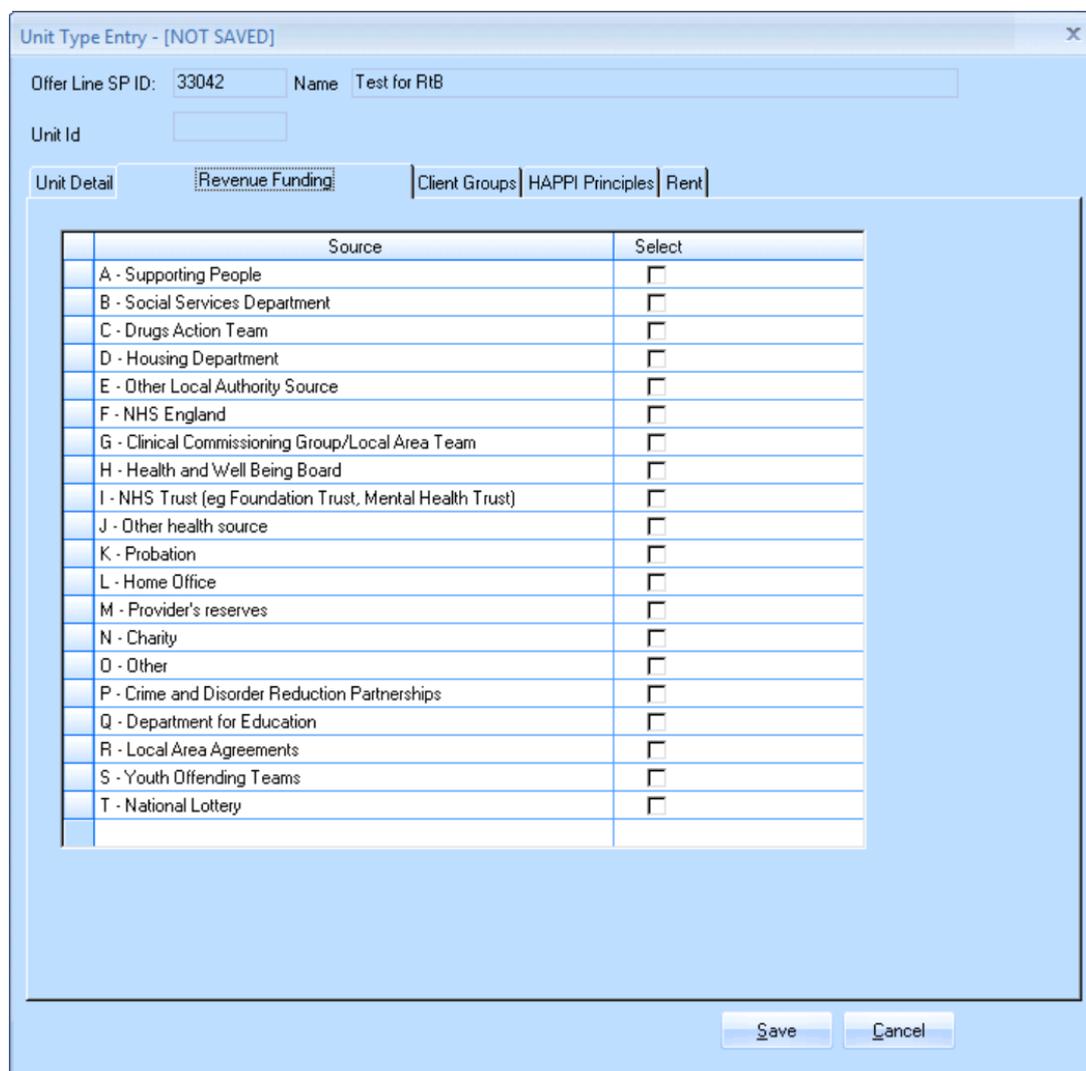
- A - People with alcohol problems
- B - Military veterans with support needs
- C - Young people leaving care
- D - People with drug problems
- G - People with multiple complex needs
- I - Rough Sleepers
- M - People with mental health problems
- N - People with learning disabilities or autism
- O - Offenders and people at risk of offending
- P - People with physical or sensory disabilities
- Q - Homeless families with support needs
- R - Refugees
- S - Single homeless people with support needs
- V - Teenage Parents
- W - People at risk of domestic violence
- X - People with HIV or AIDS
- Y - Young People at risk

At the bottom right of the window, there are two buttons: "Save" and "Cancel".

*Offer Line Sub Product screen showing Client Group tab*

### Unit Details Tab – Housing for Disabled or Vulnerable People Revenue Funding

Providers must select one or more revenue funding sources if they select **Housing for Disabled or Vulnerable People** as an answer to the question ‘**What type of housing does this unit provide?**’ on the **Unit Details** screen. If the revenue funding has not yet been secured, the provider should select the expected source of funding.



Unit Type Entry - [NOT SAVED]

Offer Line SP ID: 33042 Name: Test for RIB

Unit Id: [ ]

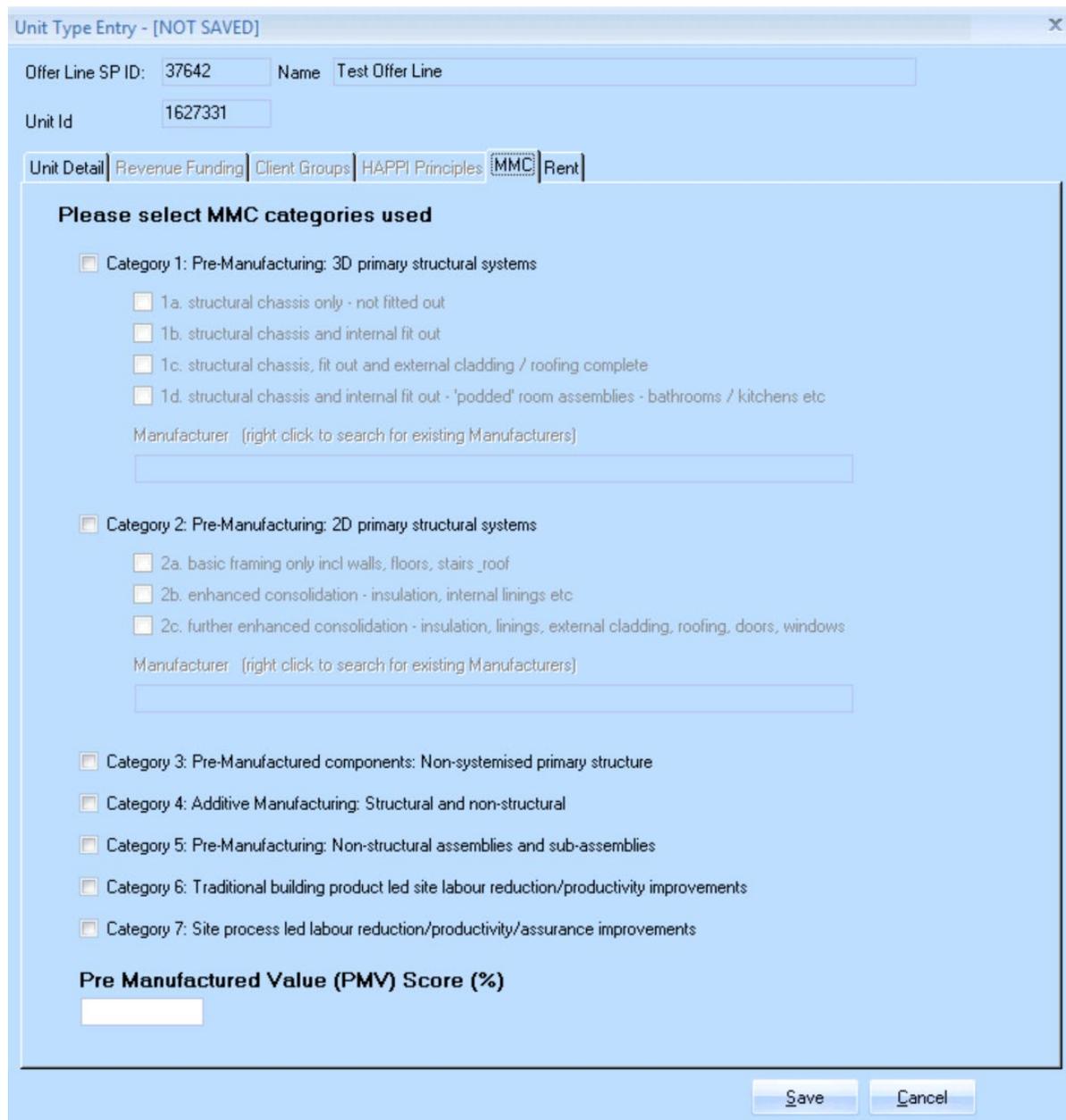
Unit Detail | **Revenue Funding** | Client Groups | HAPPI Principles | Rent

Source	Select
A - Supporting People	<input type="checkbox"/>
B - Social Services Department	<input type="checkbox"/>
C - Drugs Action Team	<input type="checkbox"/>
D - Housing Department	<input type="checkbox"/>
E - Other Local Authority Source	<input type="checkbox"/>
F - NHS England	<input type="checkbox"/>
G - Clinical Commissioning Group/Local Area Team	<input type="checkbox"/>
H - Health and Well Being Board	<input type="checkbox"/>
I - NHS Trust (eg Foundation Trust, Mental Health Trust)	<input type="checkbox"/>
J - Other health source	<input type="checkbox"/>
K - Probation	<input type="checkbox"/>
L - Home Office	<input type="checkbox"/>
M - Provider's reserves	<input type="checkbox"/>
N - Charity	<input type="checkbox"/>
O - Other	<input type="checkbox"/>
P - Crime and Disorder Reduction Partnerships	<input type="checkbox"/>
Q - Department for Education	<input type="checkbox"/>
R - Local Area Agreements	<input type="checkbox"/>
S - Youth Offending Teams	<input type="checkbox"/>
T - National Lottery	<input type="checkbox"/>

Save Cancel

Offer Line Sub Product screen showing Housing for Disabled or Vulnerable People Revenue Funding tab

## MMC Tab



Unit Type Entry - [NOT SAVED]

Offer Line SP ID: 37642    Name: Test Offer Line

Unit Id: 1627331

Unit Detail | Revenue Funding | Client Groups | HAPPI Principles | **MMC** | Rent

**Please select MMC categories used**

Category 1: Pre-Manufacturing: 3D primary structural systems

- 1a. structural chassis only - not fitted out
- 1b. structural chassis and internal fit out
- 1c. structural chassis, fit out and external cladding / roofing complete
- 1d. structural chassis and internal fit out - 'podded' room assemblies - bathrooms / kitchens etc

Manufacturer (right click to search for existing Manufacturers)

Category 2: Pre-Manufacturing: 2D primary structural systems

- 2a. basic framing only incl walls, floors, stairs ,roof
- 2b. enhanced consolidation - insulation, internal linings etc
- 2c. further enhanced consolidation - insulation, linings, external cladding, roofing, doors, windows

Manufacturer (right click to search for existing Manufacturers)

Category 3: Pre-Manufactured components: Non-systemised primary structure

Category 4: Additive Manufacturing: Structural and non-structural

Category 5: Pre-Manufacturing: Non-structural assemblies and sub-assemblies

Category 6: Traditional building product led site labour reduction/productivity improvements

Category 7: Site process led labour reduction/productivity/assurance improvements

**Pre Manufactured Value (PMV) Score (%)**

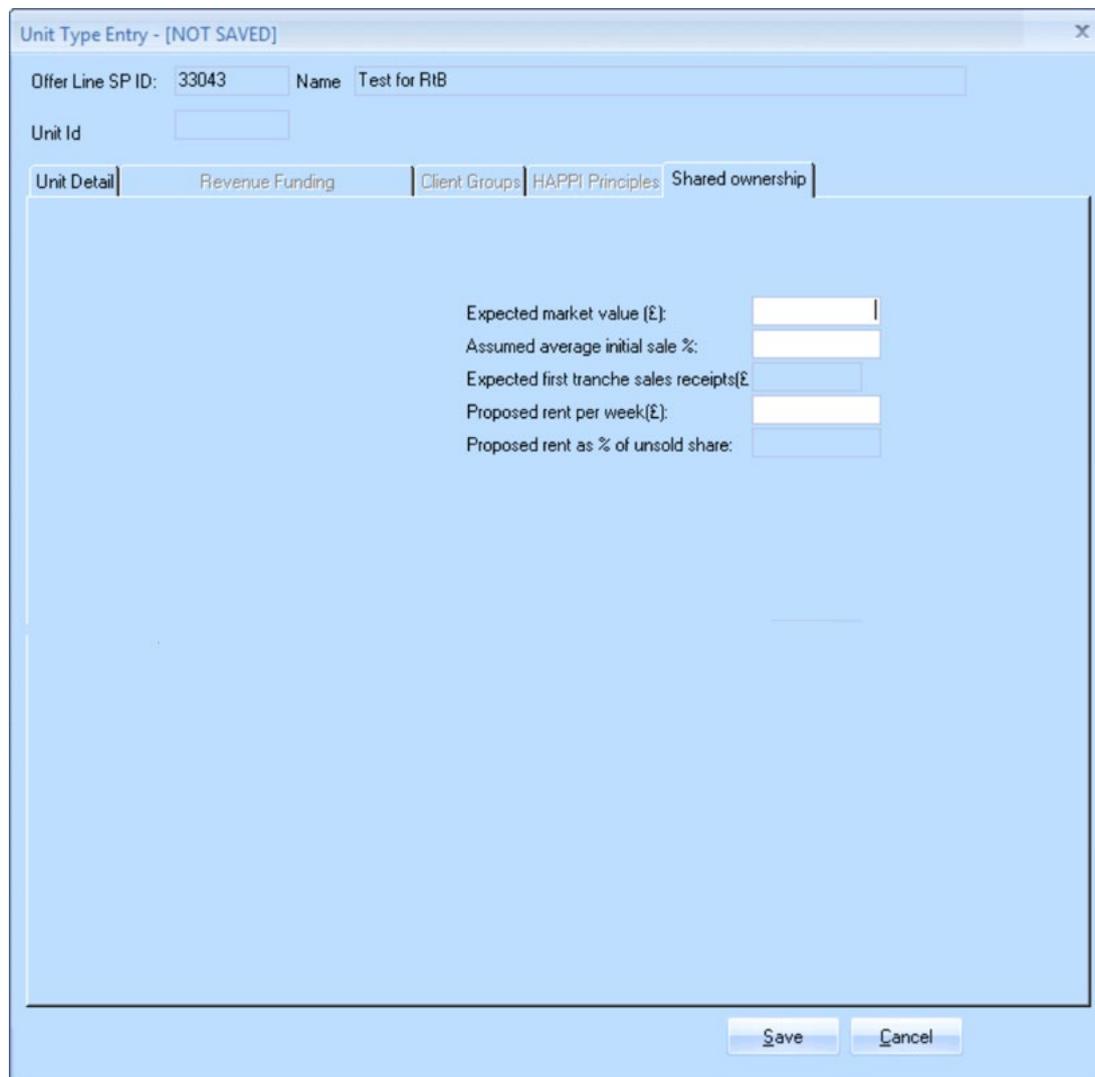
Save    Cancel

The **Modern Methods of Construction (MMC)** tab requires providers to detail their scheme through various categories of MMC by completing the checkbox options shown above. Further explanation of the categories of MMC can be found within the Capital Funding Guide at the following address;

<https://www.gov.uk/guidance/capital-funding-guide/8-procurement-and-scheme-issues#mmc>

## Shared Ownership Data Tab

This screen is only shown if providers have selected **Help to Buy - Shared Ownership** as the sub-product.



Unit Type Entry - [NOT SAVED]

Offer Line SP ID: 33043    Name: Test for RtB

Unit Id:

Unit Detail    Revenue Funding    Client Groups    HAPPI Principles    **Shared ownership**

Expected market value (£):

Assumed average initial sale %:

Expected first tranche sales receipts (£):

Proposed rent per week (£):

Proposed rent as % of unsold share:

Save    Cancel

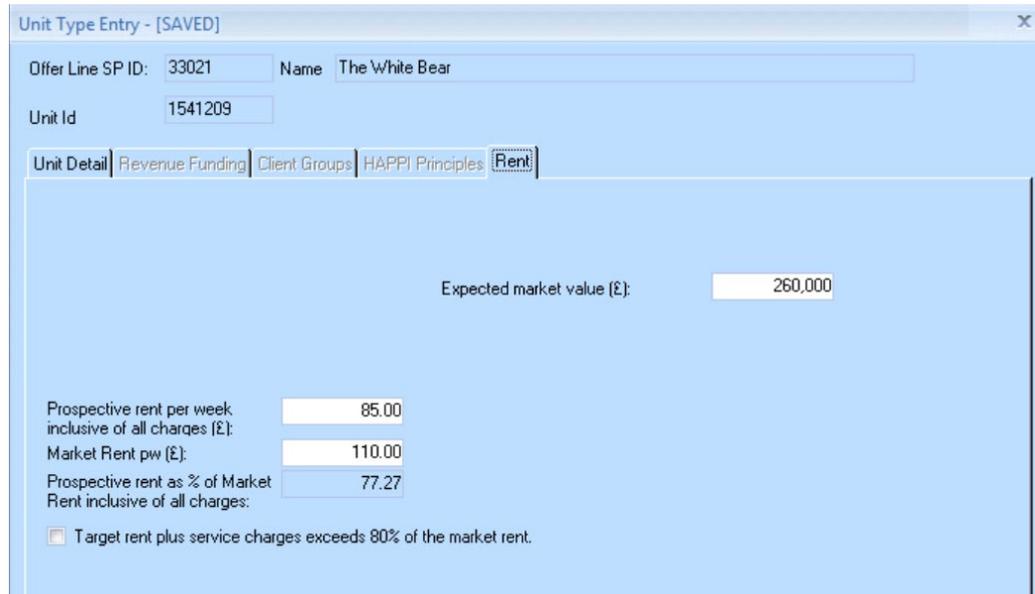
Offer Line Sub Product screen showing Shared Ownership tab

Providers should complete this screen as detailed below:

<b>Field</b>	<b>Details</b>
Expected Market Value	Enter value in Pounds (£)
Assumed average first equity share	Enter a percentage. Must be 25% or more but less than 75%.
Expected first tranche sales receipts	Auto populated field.
Proposed rent per week	Enter value in Pounds (£)
Proposed rent as % of unsold share	Auto populated field. If % is between 2.76% and 3% of the unsold share value a comment must be entered. Any amount greater than 3% cannot be saved.

## Unit Details Tab - Rent tab

This screen is only shown if providers have selected **Rent to Buy**, **Social Rent** or **Affordable Rent** as the sub-product.



Offer Line Sub Product screen showing Rent tab

Providers should complete this screen as detailed below:

<u>Field</u>	<u>Details</u>
Expected market value	Enter value in Pounds (£)
Prospective rent per week inclusive of all charges	Enter value in Pounds (£)
Market Rent per week	Enter value in Pounds (£)
Prospective rent as % of Market Rent of all charges	Auto populated field
Target rent plus service charges exceeds 80% of the market rent	Tick this box when this statement applies.

For any reason, are these homes considered exempt from the Right to Shared Ownership?

The Right to Shared Ownership (RTSO) now applies to all grant funded, rented homes, with some specific exemptions on types of home and for certain providers. If an exemption is considered appropriate for this scheme then Yes should be answered from the dropdown.

Further guidance on this is published in the Capital Funding Guide if providers are unsure as to whether exemptions would be applicable to their scheme(s).

Government guidance is published at this address;

<https://www.gov.uk/government/publications/right-to-shared-ownership-initial-guidance-for-registered-providers>

After each unit tab has been completed, providers must select **Save** to save the unit entry to the **Unit Details** table. Complete a **Unit Type Entry** screen for each different type of unit to be submitted under the same sub product.

On the **Unit Details** screen the values for the summary fields are populated based on the information entered for each unit type, these are

- Gross Rent per Week (£)
- Gross Rent per annum (£)
- Total floor area of houses (m<sup>2</sup>)
- Total floor area of flats (m<sup>2</sup>)
- Total Initial Sales (£)

Organisations | **Unit Details** | Design | Capital Contributions | Scheme Costs | Scheme Forecast | Scheme Progress | Additional Information

Unit Id	Status	No of Units	No of Persons	Unit Size (sq.m)	Prospective Rent per week	Property Type	Build Type	Type Of Housing	Facilities	MMC Used?
1627331	Valid	10	5	100.00	350.00	House	Newbuild	General	Self-Contained	Unknown
		10	50							

Gross Rent Per Week: £3,500.00      Total floor area of houses (m2): 1,000.00

Gross Rent p. a: £182,420      Total floor area of flats (m2): 0.00

Total Initial Sales: £0

### 3.5.3 The Design tab

This screen starts by setting out the Government's priority for good design with the list of ten National Design Guide characteristics. Providers should check all boxes which the design of the scheme aims to meet.

The remaining two questions on this page revolve around the Building for a Healthy Life Assessment, so for a newbuild scheme greater than 10 units providers are required to answer yes or no to this question. The follow up question allows providers to enter the score for this scheme from that assessment.

Offer Line Sub Product - [NOT SAVED]

Partnership: <input type="text" value="L0047 AHP 2021 26 PARTNERSHIP"/>	Line status: <input type="text" value="New"/>
Offer name: <input type="text" value="Test Offer Name"/>	Data status: <input type="text" value="Invalid"/>
Offer line name: <input type="text" value="The White Bear"/>	Sub product ID: <input type="text" value="33021"/>
Sub product: <input type="text" value="Affordable Rent"/>	
Number of units: <input type="text" value="24"/>	Funding requested: <input type="text" value="720,000"/>

Organisations | 
 Unit Details | 
 Design | 
 Capital Contributions | 
 Scheme Costs | 
 Scheme Forecast | 
 Scheme Progress | 
 Additional Information

Design

**Please indicate whether the design of your scheme meets the Government's priorities for good design, as set out in the National Design Guide, under the ten characteristics of:**

National Design Guide Characteristic	Select
A - Context	<input type="checkbox"/>
B - Identity	<input type="checkbox"/>
C - Built form	<input type="checkbox"/>
D - Movement	<input type="checkbox"/>
E - Nature	<input type="checkbox"/>
F - Public Spaces	<input type="checkbox"/>
G - Uses	<input type="checkbox"/>
H - Homes and buildings	<input type="checkbox"/>
I - Resources	<input type="checkbox"/>
J - Lifespan	<input type="checkbox"/>

For new build schemes larger than 10 homes, have you assessed your scheme against the Building for a Healthy Life criteria?

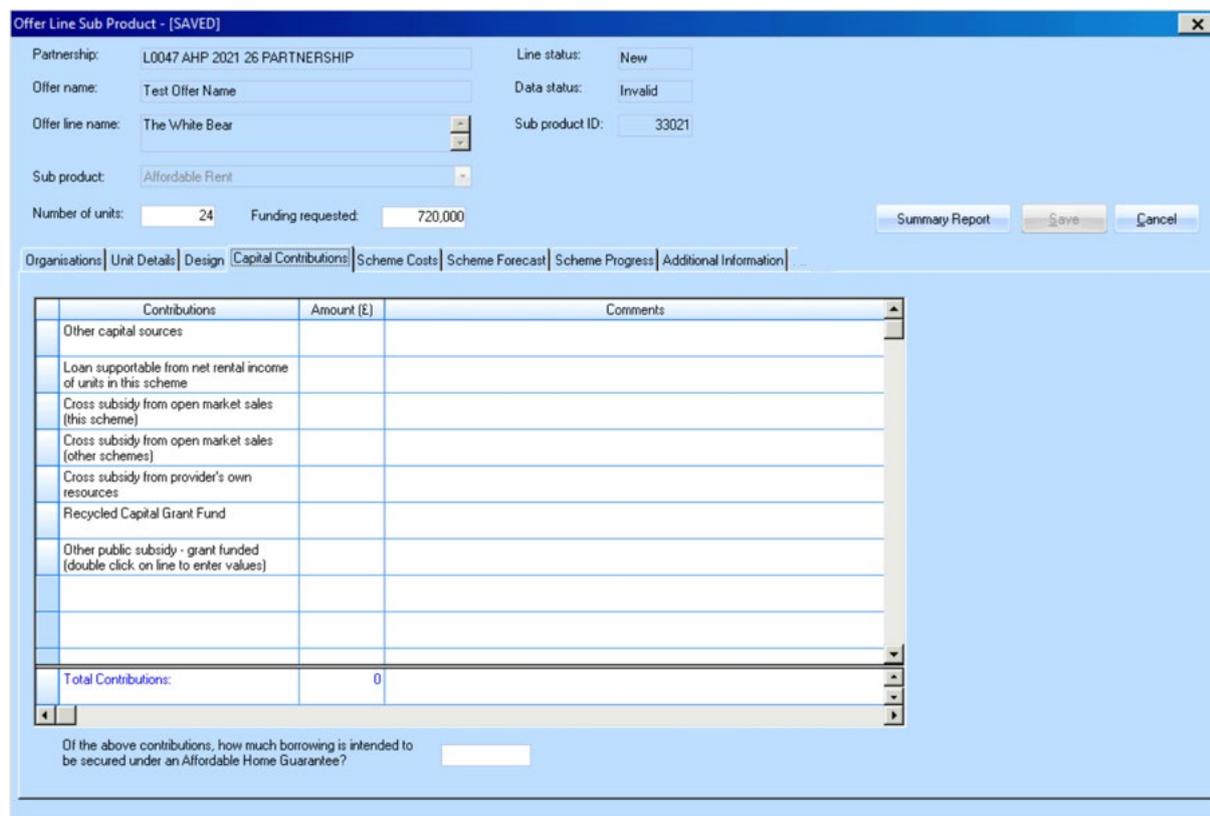
How many (out of 12) green lights does the design of your scheme (or the wider site) score?

### 3.5.4 Capital Contributions tab

Contribution details entered in this screen feed into the main contributions screen at the Offer stage (see Section 2.2).

Homes England requires all provider bids to achieve a nil surplus/deficit, with costs balancing with capital contributions.

Developers should enter any income that is funding costs, in addition to the Transfer Price, plus Homes England funding. The Transfer Price is the price agreed for the transfer of homes to the long-term owner, for Unregistered Bodies who do not intend to own the homes after completion.



Offer Line Sub Product screen showing Capital Contributions tab

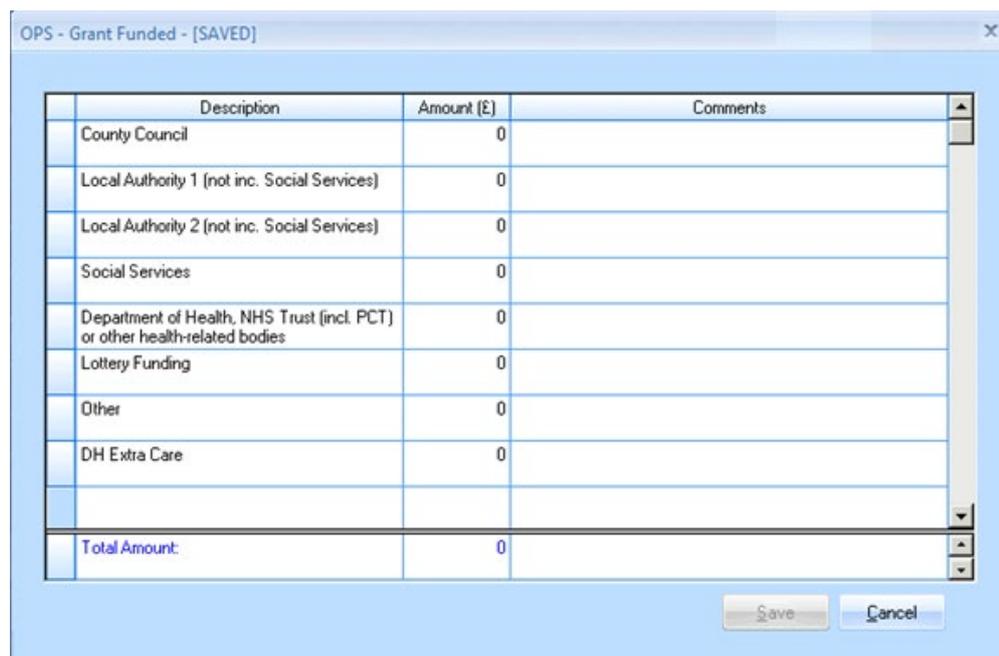
Providers should complete this screen as detailed below:

<b>Field</b>	<b>Details</b>
Other Capital Sources	The contribution to this scheme from other external funding sources.
Loan Supportable from net rental income of units in this scheme	Value of borrowing capacity from the rents for this scheme.
Cross subsidy from open market sales (this scheme)	Value of cross subsidy from new build market sale development within this scheme only.
Cross subsidy from open market sales (other schemes)	Value of cross subsidy from new build market sales from other schemes.
Cross subsidy from providers own resources	Value of provider's own resources used within the scheme.

Recycled Capital Grant Fund (RCGF)	The contribution to this particular scheme which is being funded from the provider's RCGF resources. The RCGF can only be used by the developing organisation that are held in their RCGF reserves. It cannot be from the owning organisation (if this is a different organisation) <i>[RCGF is an internal fund within the accounts of a provider used to recycle social housing assistance previously paid by Homes England in accordance with our policies and procedures]</i>
Other Public Subsidy – grant funded	Double click on this line to open the <b>OPS – Grant Funded</b> screen (see below) to select source(s). This field will display the total amount of all sources entered in the <b>OPS – Grant Funded</b> screen.
Total Initial Sales Income	The total value of all first tranche receipts forecasted for this scheme (only displayed if the scheme is <b>Help to Buy - Shared Ownership</b> ).
Of the above contributions, how much borrowing is intended to be secured under an Affordable Home Guarantee?	Enter value in Pounds (£). If the provider has previously applied for, the Affordable Homes Guarantee, enter the amount here for the investment capacity and loan supportable by rent listed above which will be covered by the Guarantee.

### OPS – Grant Funded

Providers should enter a value against all relevant sources and a corresponding comment (not mandatory).



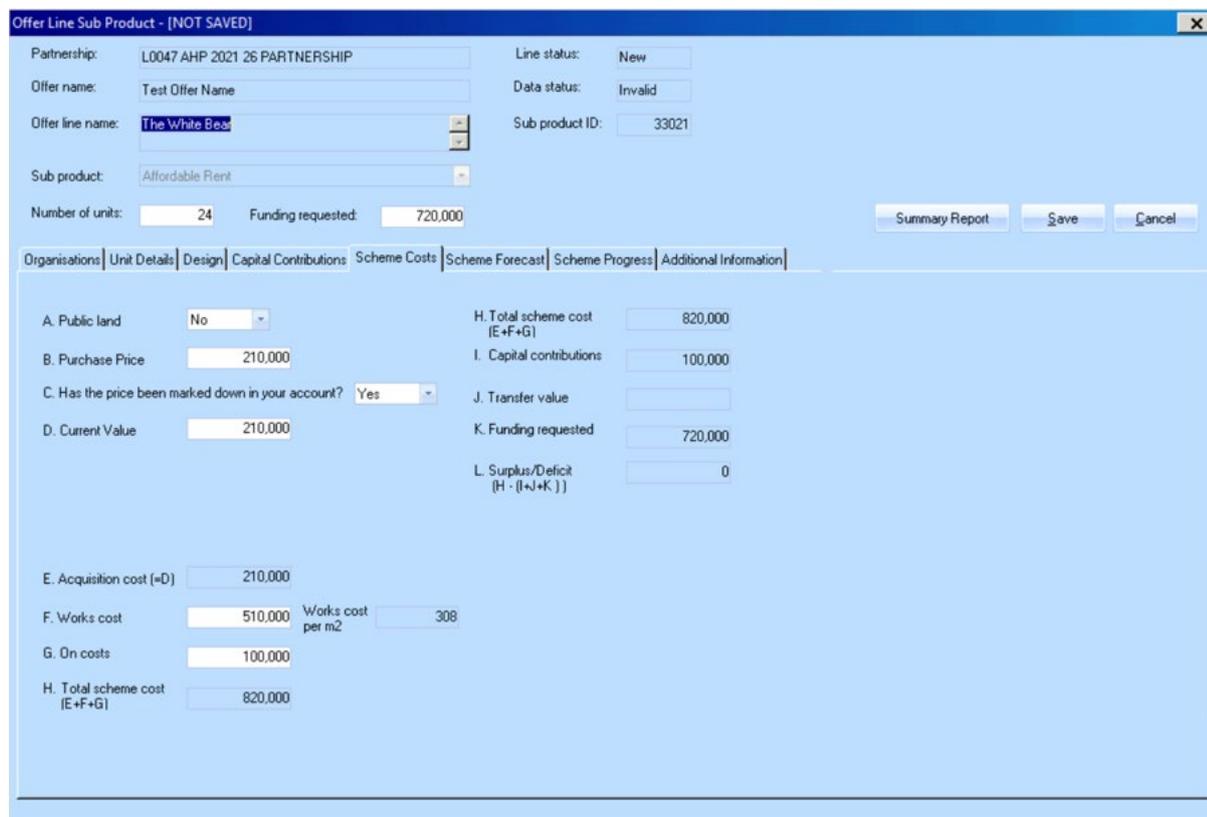
Description	Amount (£)	Comments
County Council	0	
Local Authority 1 (not inc. Social Services)	0	
Local Authority 2 (not inc. Social Services)	0	
Social Services	0	
Department of Health, NHS Trust (incl. PCT) or other health-related bodies	0	
Lottery Funding	0	
Other	0	
DH Extra Care	0	
<b>Total Amount:</b>	<b>0</b>	

OPS – Grant Funded screen

### 3.5.5 Scheme Costs tab

This screen should be entered in sequence, starting with the left hand column and working down the rows in alphabetical order.

The use of letters in the field descriptions are designed to illustrate the calculations behind the system generated calculated fields.



The screenshot shows the 'Offer Line Sub Product - [NOT SAVED]' window. The top section contains metadata: Partnership (L0047 AHP 2021 26 PARTNERSHIP), Offer name (Test Offer Name), Offer line name (The White Bear), Sub product (Affordable Rent), Line status (New), and Data status (Invalid). Below this, there are fields for Number of units (24) and Funding requested (720,000). A navigation bar includes tabs for Organisations, Unit Details, Design, Capital Contributions, Scheme Costs (selected), Scheme Forecast, Scheme Progress, and Additional Information. The main area displays the 'Scheme Costs' tab with the following data:

A. Public land	No	H. Total scheme cost (E+F+G)	820,000
B. Purchase Price	210,000	I. Capital contributions	100,000
C. Has the price been marked down in your account?	Yes	J. Transfer value	
D. Current Value	210,000	K. Funding requested	720,000
E. Acquisition cost (=D)	210,000	L. Surplus/Deficit (H - (I+J+K))	0
F. Works cost	510,000		
G. On costs	100,000		
	Works cost per m2		308

Offer Line Sub Product screen showing dummy data in the Scheme Costs tab

The fields on this screen are dependant to the answer to question **A. Public Land?**

- Is the scheme being built on Public Land?

If **Yes** is selected to **Public Land**, providers are presented with the screen overleaf:

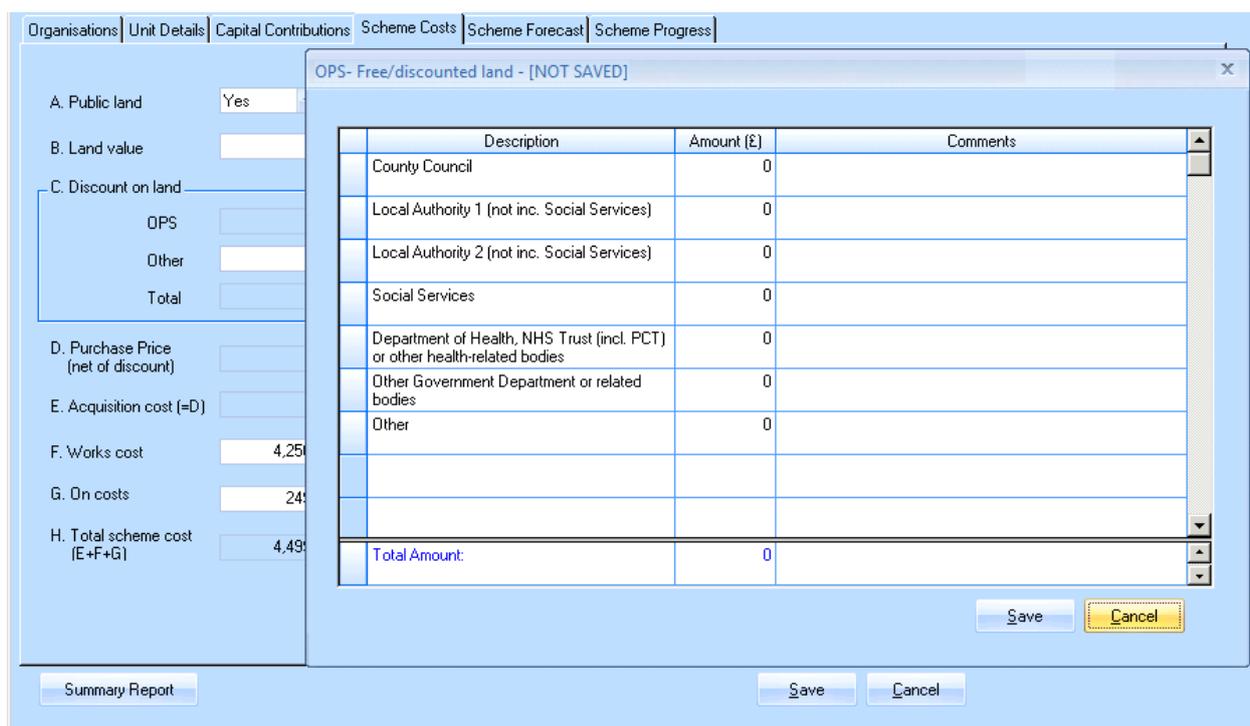
Organisations	Unit Details	Design	Capital Contributions	Scheme Costs	Scheme Forecast	Scheme Progress	Additional Information
A. Public land	<input type="text" value="Yes"/>			H. Total scheme cost (E+F+G)	<input type="text" value="0"/>		
B. Land value	<input type="text"/>			I. Capital contributions	<input type="text" value="100,000"/>		
C. Discount on land				J. Transfer value	<input type="text"/>		
OPS	<input type="text"/>	<input type="button" value="OPS Sources"/>		K. Funding requested	<input type="text" value="300,000"/>		
Other	<input type="text"/>			L. Surplus/Deficit (H - (I+J+K))	<input type="text" value="-400,000"/>		
Total	<input type="text" value="0"/>						
D. Purchase Price (net of discount)	<input type="text" value="0"/>						
E. Acquisition cost (=D)	<input type="text" value="0"/>						
F. Works cost	<input type="text" value="0"/>	Works cost per m2	<input type="text" value="0"/>				
G. On costs	<input type="text" value="0"/>						
H. Total scheme cost (E+F+G)	<input type="text" value="0"/>						

Scheme Costs tab where answer to **Public Land** is **Yes**

Providers should complete this tab as detailed below:

Field	Details
A. Public land	Yes
B. Land value	Enter value in Pounds (£). Enter the full value of the land.
C. Discount on Land	
OPS	Select the <b>OPS Sources</b> icon. A pop up screen is presented listing the OPS sources relevant to the land costs (see overleaf for screenshot of the <b>OPS Sources – Free/discounted land screen</b> ). Enter a value in Pounds for each relevant source and save. This field is then populated with the sum of all OPS values entered.
Other	Enter value in Pounds (£)
Total	Auto-populated, sum of OPS and Other, in Pounds (£)
D. Purchase Price	Auto-populated, B - C
E. Acquisition Cost	Auto-populated, = D
F. Works cost	Enter value in Pounds (£)
Works cost per m <sup>2</sup>	Auto-populated, based on F and values entered in Unit Details
G. On costs	Enter value in Pounds (£)

H. Total Scheme costs	Auto-populated, E + F + G
I. Capital Contributions	Auto-populated, sum of the values entered on the Capital Contributions tab
J. Transfer value	Will either be auto-populated from the values contained in the unit details tab. or for certain organisations it will require a transfer value to be added in, the value is net of grant and first tranche sales.
K. Funding requested	Auto-populated, value entered in the header of the screen
L. Surplus/Deficit	Auto-populated. System tool which offsets capital contribution against scheme costs. This field must equal zero before the details can be saved.



Organisations | Unit Details | Capital Contributions | **Scheme Costs** | Scheme Forecast | Scheme Progress

OPS- Free/discounted land - [NOT SAVED]

Description	Amount (£)	Comments
County Council	0	
Local Authority 1 (not inc. Social Services)	0	
Local Authority 2 (not inc. Social Services)	0	
Social Services	0	
Department of Health, NHS Trust (incl. PCT) or other health-related bodies	0	
Other Government Department or related bodies	0	
Other	0	
<b>Total Amount:</b>	<b>0</b>	

Buttons: Save, Cancel

Summary Report | Save | Cancel

OPS Sources – Free/discounted land screen

If **No** is selected on **Public Land**, providers are presented with the following screen:

Organisations	Unit Details	Design	Capital Contributions	Scheme Costs	Scheme Forecast	Scheme Progress	Additional Information
A. Public land	<input type="text" value="No"/>			H. Total scheme cost (E+F+G)	<input type="text" value="0"/>		
B. Purchase Price	<input type="text"/>			I. Capital contributions	<input type="text" value="100,000"/>		
C. Has the price been marked down in your account?	<input type="text" value="No"/>			J. Transfer value	<input type="text"/>		
D. Current Value	<input type="text"/>			K. Funding requested	<input type="text" value="300,000"/>		
				L. Surplus/Deficit (H - (I+J+K))	<input type="text" value="-400,000"/>		
E. Acquisition cost (=D)	<input type="text"/>						
F. Works cost	<input type="text" value="0"/>	Works cost per m2	<input type="text" value="0"/>				
G. On costs	<input type="text" value="0"/>						
H. Total scheme cost (E+F+G)	<input type="text" value="0"/>						

Scheme Costs tab where answer to **Public Land** is **No**

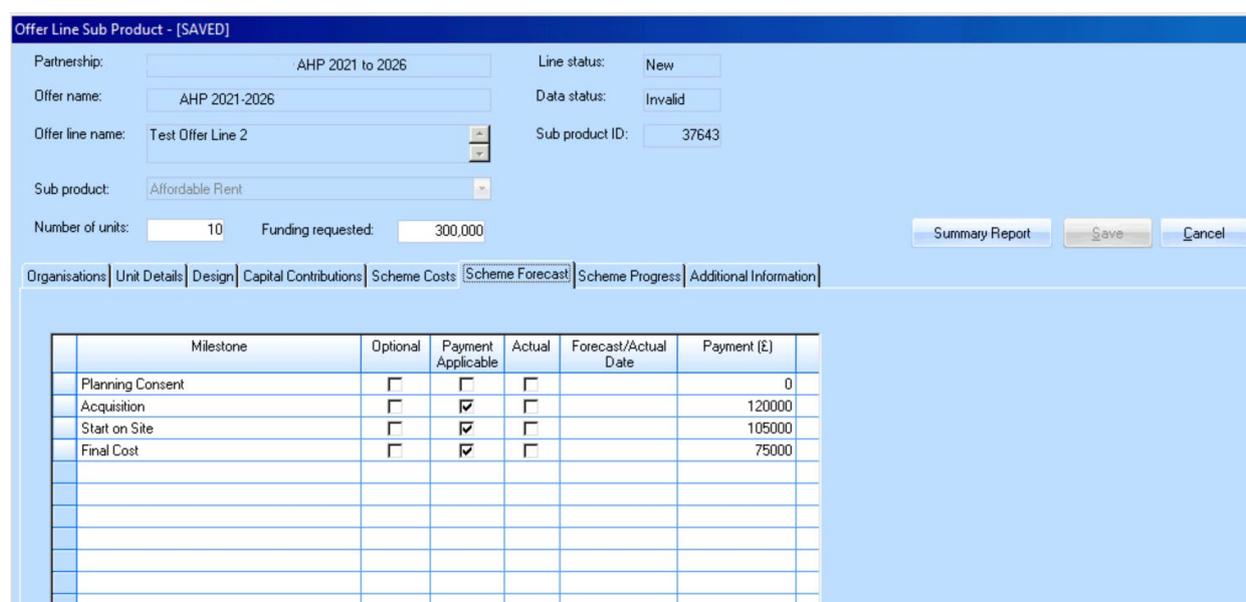
Providers should complete this tab as detailed below:

Field	Details
A. Public land	No
B. Purchase Price	Enter value in Pounds (£)
C. Has the price been marked down in your account?	Select 'Yes' or 'No'. The response to whether the purchase price has been accounted for has a bearing on the action required in D below.
D. Current Value	If 'Yes' is selected to C then this value can be edited. If 'No' is selected to C then this value equals B.
E. Acquisition Cost	Auto-populated, = D
F. Works cost	Enter value in Pounds (£)
Works cost per m <sup>2</sup>	Auto-populated, based on F and value entered in Unit Details
G. On costs	Enter value in Pounds (£)
H. Total Scheme costs	Auto-populated, E + F + G
I. Capital Contributions	Auto-populated, sum of the values entered on the Capital Contributions tab

J. Transfer value	Will either be auto-populated from the values contained in the unit details tab. or for certain organisations it will require a transfer value to be added in, the value is net of grant and first tranche sales.
K. Funding requested	Auto populated, value entered in the screen header
L. Surplus/Deficit	Auto populated. System tool which offsets capital contribution against scheme costs. This field must equal zero before the details can be saved.

### 3.5.6 Scheme Forecast tab

The milestones listed will be determined by the **Processing type** selected for the Offer Line.



Milestone	Optional	Payment Applicable	Actual	Forecast/Actual Date	Payment (£)
Planning Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0
Acquisition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		120000
Start on Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		105000
Final Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		75000

Offer Line Sub Product – Scheme Forecast tab with applicable payments displayed

The **Payment Applicable** column will indicate whether a payment will be made on this milestone. The **Payment** column will show the amount to be paid. The payment will initially show as being split as follows; 40% Acquisition, 35% Start on Site and the remaining 25% at completion.

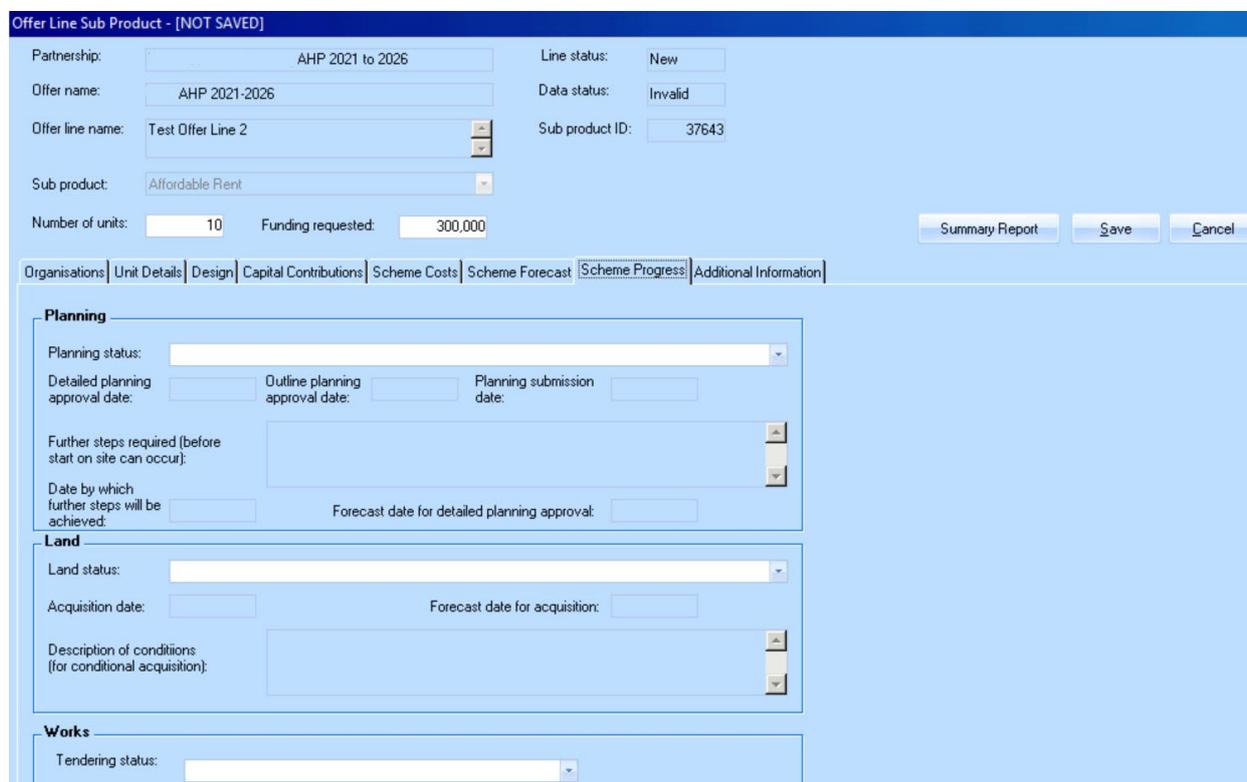
In order to complete this tab providers must click on the **Forecast/Actual Date** field to enter each milestone forecast achievement date. The **Planning Consent** and **Acquisition** date fields can be set with a date either in the past (by clicking the Actual check-box) or the future.

Dates for **Start on Site** and **Final Cost** must be set for the future. *Note: If a scheme has already started on site, please enter a date in the future and this can be amended later, if this site progresses past bidding, at scheme stage in IMS.*

### 3.5.7 Scheme Progress tab

The **Scheme Progress** tab allows the provider to record progress on Planning, Land and Works tendering.

This tab will be enabled for all processing routes apart from **Off The Shelf (&ES)** and a slightly different version for **Purchase and Repair** (shown in a screenshot on pg 60).



Offer Sub Product showing the Scheme Progress tab

**Planning** - this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works, Package Deal (incl. Land), Purchase and Repair and Works Only.

Field	Details
Planning status	<p>Providers must select one value from the following list of options:</p> <ol style="list-style-type: none"> <li>1. Detailed Planning Approval granted with no further steps required before start on site can occur</li> <li>2. Detailed Planning Approval granted with some further steps required before start on site can occur</li> <li>3. Outline Planning Approval granted</li> <li>4. Outline Planning Submitted</li> <li>5. Detailed Planning Submitted</li> <li>6. Planning discussions underway with planning office</li> </ol>

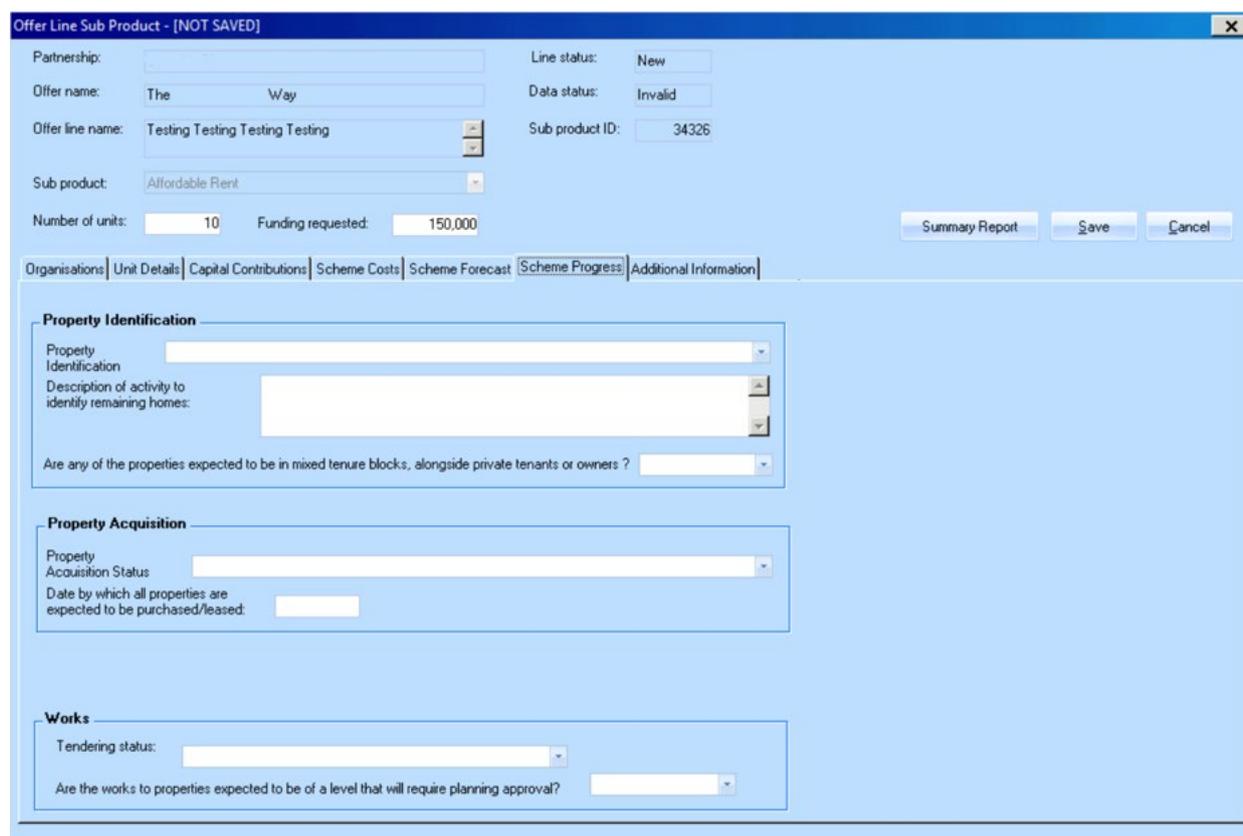
	7. No progress yet on planning application
Detailed planning approval date	Field enabled if providers choose option 1 or 2 from the list of <b>Planning Status</b> options. The date must be less than or equal to the current date.
Outline planning approval date	Field enabled if providers choose option 3 from the list of <b>Planning Status</b> options. The date must be less than or equal to the current date.
Planning submission date	Field enabled if providers choose option 4 or 5 from the list of <b>Planning Status</b> options. The date must be less than or equal to the current date.
Further steps required (before start on site can occur)	Field enabled for all <b>Planning Statuses</b> . Mandatory for option 2. Optional for the remainder. Provider must submit a comment between 10 and 500 characters.
Date by which further steps will be achieved	Field enabled if providers choose option 2 from the list of <b>Planning Status</b> options. The date must be greater than the current date.
Forecast date for detailed planning approval	Field enabled if providers choose option 3 to 7 from the list of <b>Planning Status</b> options. The date must be greater than the current date.

**Land** – this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works, Package Deal (incl. Land) and Purchase and Repair.

<b>Field</b>	<b>Details</b>
Land Status	Providers must select one value from the following list of options: <ol style="list-style-type: none"> <li>1. Unconditional acquisition of freehold or long leasehold interest has occurred</li> <li>2. Land being gifted or provided at a discount by the LA</li> <li>3. Conditional acquisition, land option or heads of terms</li> <li>4. Land purchase negotiations underway</li> <li>5. Land identified but purchase negotiations not yet started</li> </ol>
Acquisition date	Field enabled if providers choose option 1 to 3 from the list of <b>Land Status</b> options. The date must be less than or equal to the current date.
Forecast date for acquisition	Field enabled if providers choose option 4 or 5 from the list of <b>Land Status</b> options. The date must be greater than the current date.
Description of conditions (for conditions acquisition)	Field enabled if providers choose option 3 from the list of <b>Land Status</b> options. Provider must submit a comment between 10 and 500 characters.

**Works** - this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works, Package Deal (incl. Land), Purchase and Repair and Works Only.

<p>Tendering status</p>	<p>Providers must select one value from the following list of options:</p> <ol style="list-style-type: none"> <li>1. Unconditional works contract let or works being provided by in house team</li> <li>2. Conditional contract let or partner identified but not yet in contract</li> <li>3. Tender for works contract out to competition</li> <li>4. Works contracting process not yet begun</li> </ol>
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The screenshot shows a software interface for 'Offer Line Sub Product - [NOT SAVED]'. It features several input fields and dropdown menus. The 'Scheme Progress' tab is active, showing three main sections: 'Property Identification', 'Property Acquisition', and 'Works'. The 'Works' section includes a 'Tendering status' dropdown menu and a checkbox for 'Are the works to properties expected to be of a level that will require planning approval?'. Buttons for 'Summary Report', 'Save', and 'Cancel' are visible at the top right.

Offer Sub Product showing the Scheme Progress tab for a Purchase and Repair scheme

**Property Identification** – for Purchase and Repair schemes the Scheme Progress tab varies to be appropriate to that **Processing Route**. The three sections are described below and overleaf;

<u>Field</u>	<u>Details</u>
<p>Property Identification</p>	<p>Providers select one value from the following list of options:</p> <ol style="list-style-type: none"> <li>1. All properties in this bid identified</li> <li>2. Some properties identified</li> <li>3. None of the proposed homes have been identified yet</li> </ol>

Description of activity to identify remaining homes	Free text box for providers to describe the activities to date for identifying properties for this scheme.
Are any of the properties expected to be in mixed tenure blocks, alongside private tenants or owners?	Providers select one value from the following list of options: <ul style="list-style-type: none"> <li>1. Unknown</li> <li>2. Yes</li> <li>3. No</li> </ul>

### Property Acquisition

<b>Field</b>	<b>Details</b>
Property Acquisition Status	Providers select one value from the following list of options: <ul style="list-style-type: none"> <li>1. Purchase/lease of all of the properties in this bid has been completed</li> <li>2. Purchase/lease of some of the properties in this bid has been completed</li> <li>3. Purchase/lease is underway for all of the properties in this bid</li> </ul>
Date by which all properties are expected to be purchased	Date field for providers to indicate when all properties on the scheme should be purchased by.

### Works

Tendering status	Providers must select one value from the following list of options: <ul style="list-style-type: none"> <li>1. Unconditional works contract let or works being provided by in house team</li> <li>2. Conditional contract let or partner identified but not yet in contract</li> <li>3. Tender for works contract out to competition</li> <li>4. Works contracting process not yet begun</li> </ul>
Are the works to properties expected to be of a level that will require planning approval ?	Provider select Yes or No.

### 3.5.8 Additional Information tab

The **Additional Information** is a themed section of questions for Providers to add further details on their Offer Line bids. The information required in 2021 to 2026 is described below.

#### Environmental Sustainability

**Question**

What actions are you taking in the design and build out of this scheme to improve the energy efficiency of the homes, reduce the environmental impact of the development and to work towards net zero carbon?

#### Local Authority Engagement

**Question**

How does this type and tenure of homes meet an identified priority/contribute to the local housing market and address local affordability issues?

#### Local Authority Engagement

**Question**

Where the scheme is part of a market led proposition, do you have confirmation from the LA that the homes are in addition to those secured through planning gain, s106 or any other planning condition, obligation, unilateral undertaking or agreement where there is a developer contribution?

#### Local Authority Engagement

**Question**

How does this scheme/proposal contribute to locally identified housing need?

#### Local Authority Engagement

**Question**

What discussions have you had with local stakeholders about this proposal and can you evidence LA support?

#### Local Authority Engagement

**Question**

If this is a supported housing proposal, does the scheme have commissioning body support and confirmation of revenue funding? Please provide details

#### Modern Methods of Construction

**Question**

What barriers have you experienced or do you foresee in introducing greater levels of MMC into your development programme? How could Homes England help?

## Modern Methods of Construction

### Question

What impact has the use of modern methods of construction had on your developments to date (eg costs, construction, time, quality) ?

## Modern Methods of Construction

### Question

What are your plans for wider adoption of these construction techniques and what impact do you think expanding their use will have on your development programme?

Offer Line Sub Product - [SAVED]

Partnership: AHP 2021 to 2026      Line status: New

Offer name: AHP 2021-2026      Data status: Invalid

Offer line name: Test Offer Line 2      Sub product ID: 37643

Sub product: Affordable Rent

Number of units: 10      Funding requested: 300,000

Summary Report      Save      Cancel

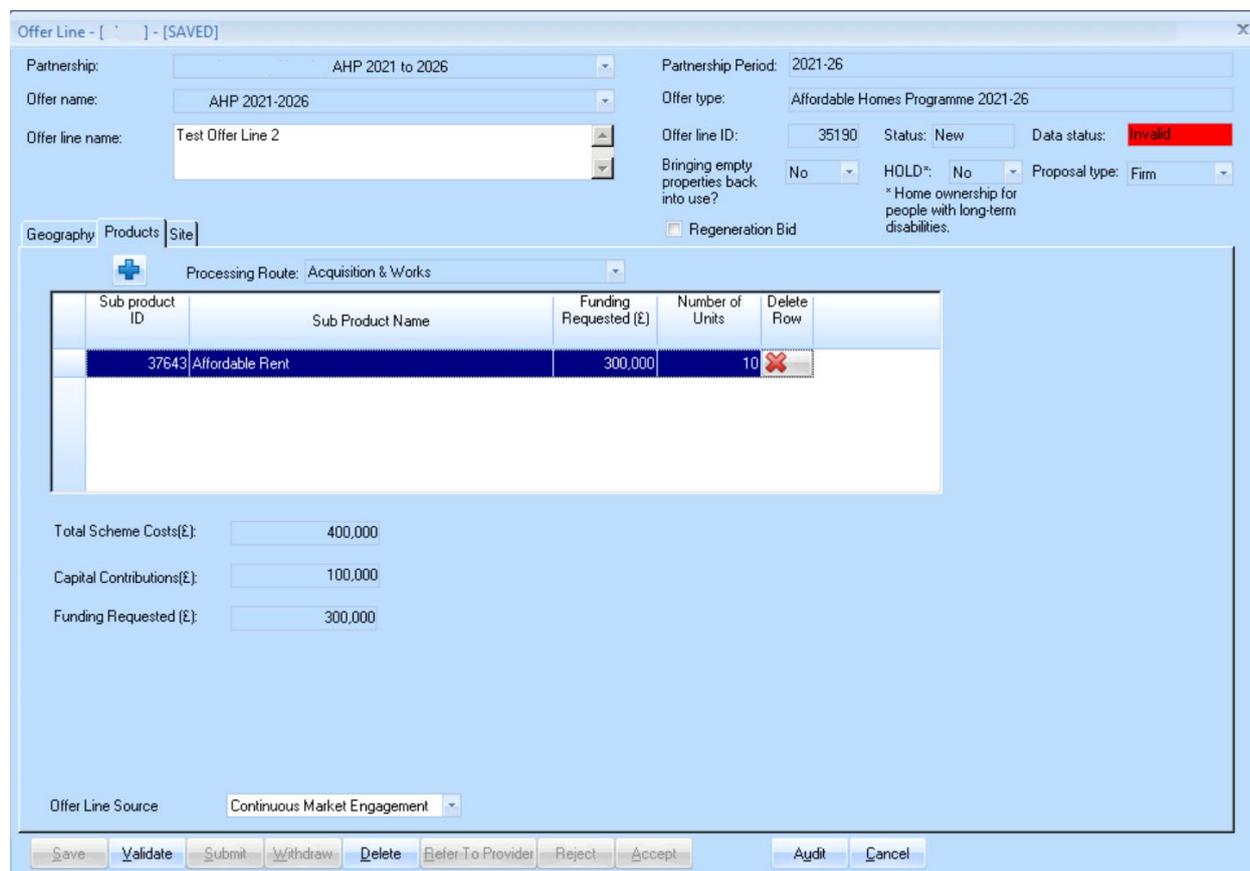
Organisations | Unit Details | Design | Capital Contributions | Scheme Costs | Scheme Forecast | Scheme Progress | **Additional Information**

**Double-click response to view/edit text**

Additional Information Subject	Question	Response
Environmental Sustainability	What actions are you taking in the design and build out of this scheme to improve the energy efficiency of the homes, reduce the environmental impact of the development and to work towards net zero carbon?	
Local Authority Engagement	How does this type and tenure of homes meet an identified priority/contribute to the local housing market and address local affordability issues?	

Offer Sub Product showing two of the questions within the Additional Information tab

This completes each of the **Offer Line** tabs, providers should now **save** and then press **cancel** in order to return to the main **Offer Line** screen



Offer Line - [ ] - [SAVED]

Partnership: AHP 2021 to 2026 Partnership Period: 2021-26  
 Offer name: AHP 2021-2026 Offer type: Affordable Homes Programme 2021-26  
 Offer line name: Test Offer Line 2 Offer line ID: 35190 Status: New Data status: Invalid  
 Bringing empty properties back into use? No HOLD\*: No Proposal type: Firm  
 Regeneration Bid \* Home ownership for people with long-term disabilities.

Geography Products Site

Processing Route: Acquisition & Works

Sub product ID	Sub Product Name	Funding Requested (£)	Number of Units	Delete Row
37643	Affordable Rent	300,000	10	

Total Scheme Costs(£): 400,000  
 Capital Contributions(£): 100,000  
 Funding Requested (£): 300,000

Offer Line Source: Continuous Market Engagement

Save Validate Submit Withdraw Delete Refer To Provider Reject Accept Audit Cancel

*Offer Line screen (Products tab) after a sub product details have been entered and saved*

The fields at the bottom of the **Products** tab are auto populated with sum totals from the sub-product created and saved.

Providers can select **Validate** if satisfied with the content of this sub-product. Further guidance on **Validating Offer Lines** can be found in the Step 5 section, page 69, and **Submitting Offer Lines** can be found in section 7, page 74.

Selecting **Cancel** will then return users to the main **Offer Line** screen.

## Step 4 Indicative Offer Lines

In the 2021 to 26 programme **Indicative Offer Lines** can be created for two types of scheme, Empty Homes and HOLD (Home ownership for people with long-term disabilities).

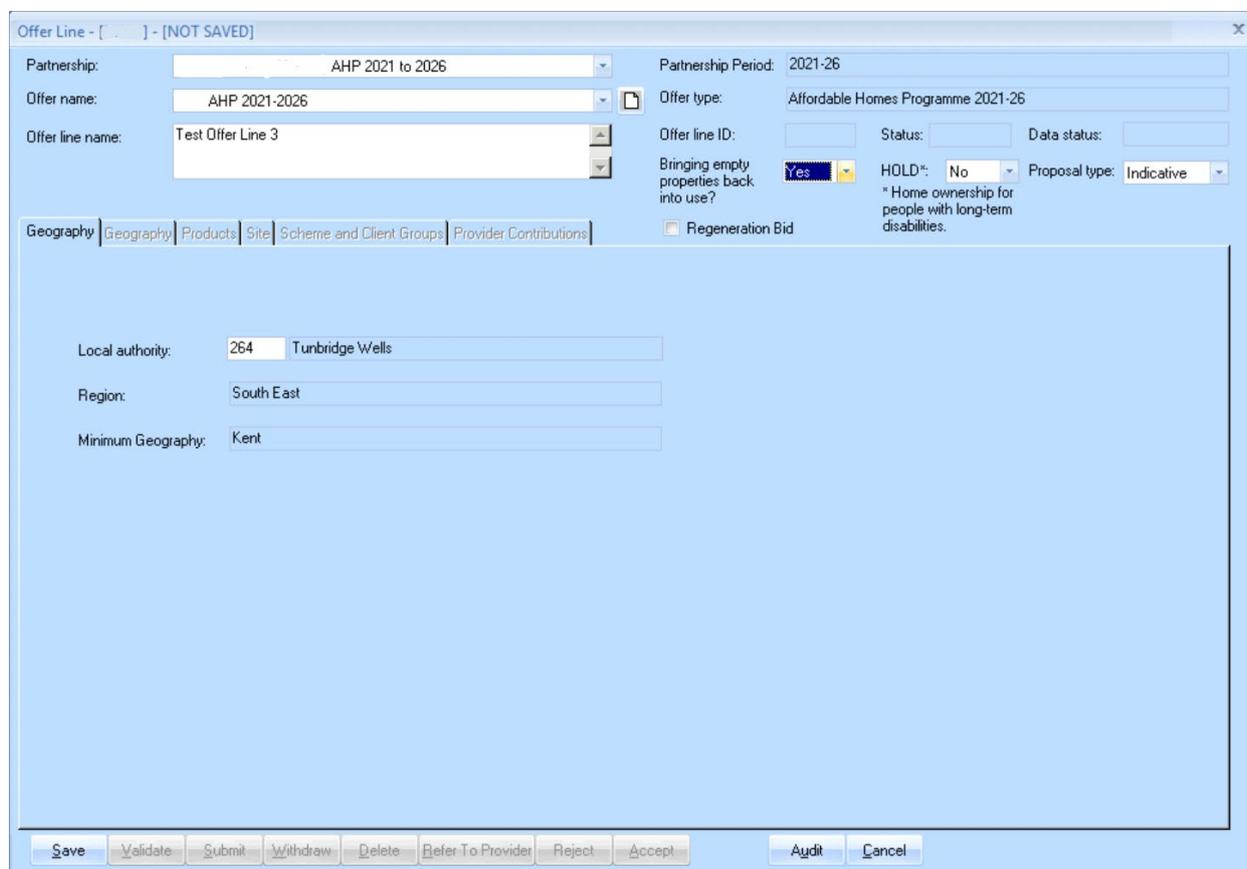
Follow the initial Offer Line stages from Step 3 then follow the variations in the steps below.

### Step Summary:

- 4.1 Select whether the Indicative properties are Empty Homes or HOLD
- 4.2 Empty Homes indicative bid submissions

### 4.1 Select whether the Indicative properties are Empty Homes or HOLD

In the **Offer Line screen** displayed below providers select the appropriate category of property from the dropdown options, selecting either **Empty Homes** or **HOLD**. The proposal type must be set to **Indicative**.



Offer Line - [ ] - [NOT SAVED]

Partnership: AHP 2021 to 2026 Partnership Period: 2021-26

Offer name: AHP 2021-2026 Offer type: Affordable Homes Programme 2021-26

Offer line name: Test Offer Line 3 Offer line ID: Status: Data status:

Bringing empty properties back into use? Yes HOLD?: No Proposal type: Indicative

\* Home ownership for people with long-term disabilities.

Regeneration Bid

Geography | Geography | Products | Site | Scheme and Client Groups | Provider Contributions

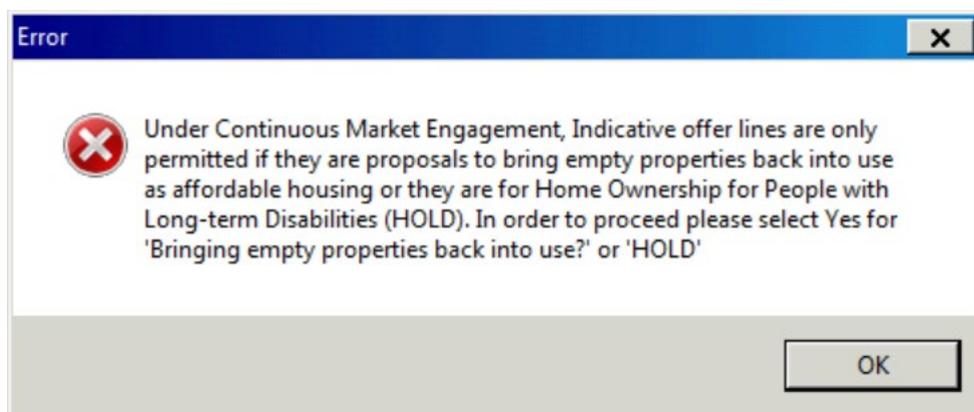
Local authority: 264 Tunbridge Wells

Region: South East

Minimum Geography: Kent

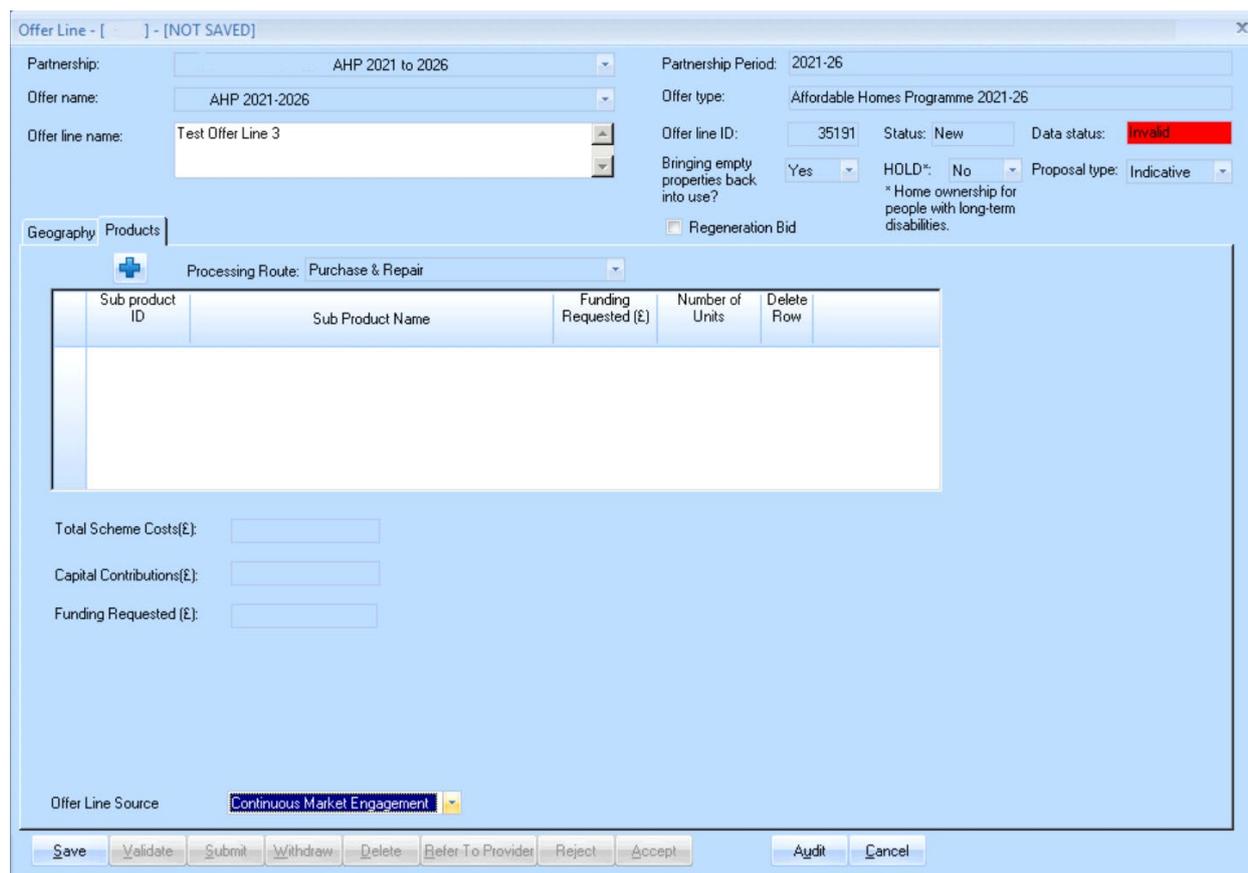
Save Validate Submit Withdraw Delete Refer To Provider Reject Accept Audit Cancel

If the Indicative proposal type is selected, but neither Empty Homes nor HOLD are also selected, then the following error message is displayed.



## 4.2 Empty Homes indicative bid submissions

The screenshots displayed in this sub section present the main stages through the indicative bidding process and where they differ from the firm process covered in section 3. There are some slight variations for some of the screens for HOLD schemes, if requiring further assistance please refer to your Homes England Growth Team contact.



Once the provider has selected **Empty Homes** and saved, they are then able to create the **Offer Line** in the Products tab. Initially the Processing Route is selected as **Purchase & Repair**. At the foot of this screen, as for Firm schemes, the Offer Line Source to be selected is Continuous Market Engagement.

Once saved the provider is then able to open the sub product line and enter the initial details of the scheme with number of units, funding requested and number of units on rural sites. Again, upon saving, further tabs become live and are editable.

Offer Line Sub Product - [SAVED]

Partnership:  Line status:

Offer name:  Data status:

Offer line name:  Sub product ID:

Sub product:

Number of units:  Funding requested:  Number of units on Rural Sites (population 3000 or less):

Revenue income | **Unit Details** | Capital Contributions | Scheme Costs | Delivery Profile | Scheme Progress | Additional Information

**Rent**

Average estimated annual gross Market Rent per unit including service charges:

Average estimated annual gross Affordable Rent per unit including service charges:

Average Affordable Rent annual service charge:

Affordable Rent % of market rent:

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

**Home Ownership**

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

Providers can complete in any order, the first screen that opens is the Revenue Income for providers to be able to enter this information for the scheme as a whole.

Offer Line Sub Product - [SAVED]

Partnership:  Line status:

Offer name:  Data status:

Offer line name:  Sub product ID:

Sub product:

Number of units:  Funding requested:  Number of units on Rural Sites (population 3000 or less):

Revenue income | **Unit Details** | Capital Contributions | Scheme Costs | Delivery Profile | Scheme Progress | Additional Information

**Rent**

Average estimated annual gross Market Rent per unit including service charges:

Average estimated annual gross Affordable Rent per unit including service charges:

Average Affordable Rent annual service charge:

Affordable Rent % of market rent:

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

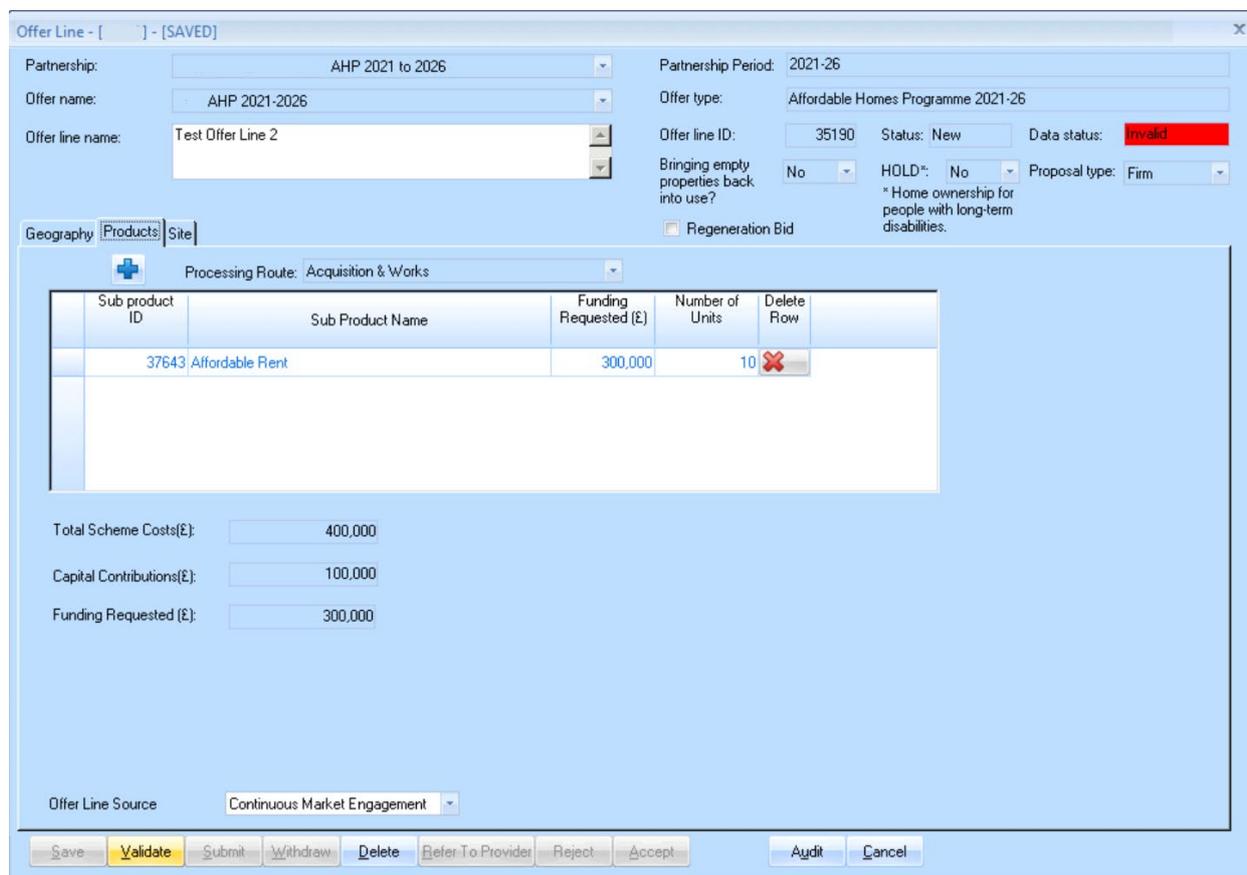
**Home Ownership**

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:



## Step 5 Validating the Offer Line

Once Providers are satisfied that an Offer Line is complete and a true reflection of their intentions for a scheme then they are able to select **Validate** in the Offer Line screen shown below in order to validate the data entered, beginning the submission process.



Offer Line - [ ] - [SAVED]

Partnership: AHP 2021 to 2026 Partnership Period: 2021-26  
 Offer name: AHP 2021-2026 Offer type: Affordable Homes Programme 2021-26  
 Offer line name: Test Offer Line 2 Offer line ID: 35190 Status: New Data status: **Invalid**  
 Bringing empty properties back into use? No HOLD\*: No Proposal type: Firm  
 Regeneration Bid \* Home ownership for people with long-term disabilities.

Geography: Products: Site: Processing Route: Acquisition & Works

Sub product ID	Sub Product Name	Funding Requested (£)	Number of Units	Delete Row
37643	Affordable Rent	300,000	10	

Total Scheme Costs(£): 400,000  
 Capital Contributions(£): 100,000  
 Funding Requested (£): 300,000

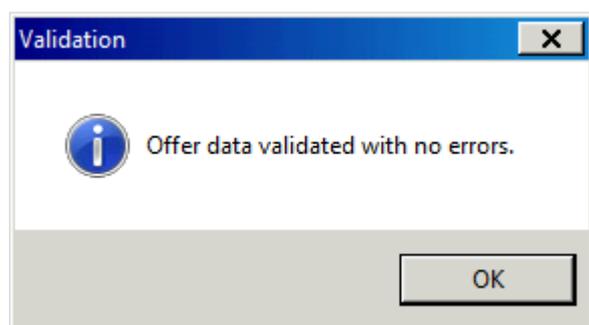
Offer Line Source: Continuous Market Engagement

Buttons: Save, **Validate**, Submit, Withdraw, Delete, Refer To Provider, Reject, Accept, Audit, Cancel

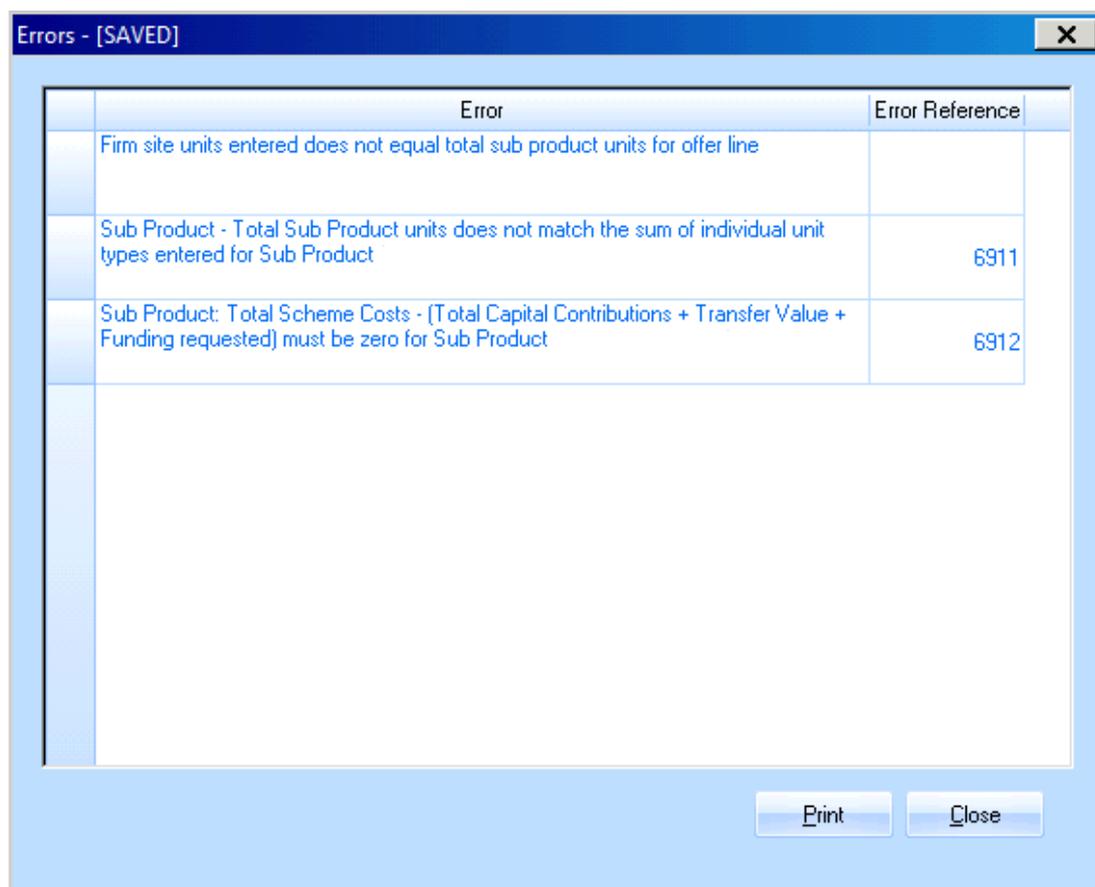
Validate Offer line

*Offer Line screen ready for validation*

If there are no errors the validation message below will be displayed and the **Data status** in the screen will be set to **Valid**.



If there are errors these will be listed in the **Errors** screen shown below and the **Data status** in the screen will be set to **Invalid**.



Error	Error Reference
Firm site units entered does not equal total sub product units for offer line	
Sub Product - Total Sub Product units does not match the sum of individual unit types entered for Sub Product	6911
Sub Product: Total Scheme Costs - (Total Capital Contributions + Transfer Value + Funding requested) must be zero for Sub Product	6912

Print Close

*Example of an errors pop up screen*

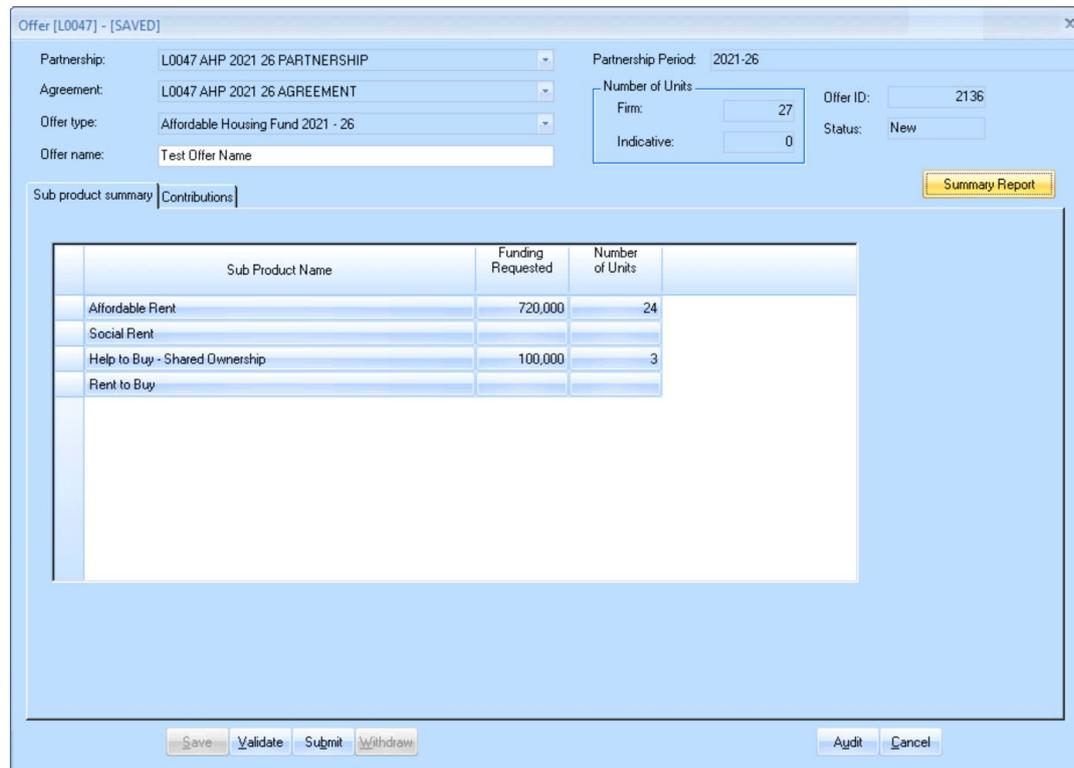
Providers should correct any errors. To go directly to the screen where the error is detected, first click on the **Sub Product number** in the **Error Reference** column. Then amend the data, re-save the **Offer Line record** and then re-validate until there are no further errors.

The **Data status** field will be highlighted in green when the validation has been successful.

All **Offer Lines** must be **Valid** before the **Offer** can be submitted.

## Step 6 Validating the Offer

Click on the relevant **Offer**. A similar **Offer screen** view to below will be displayed:



Offer [L0047] - [SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type: Affordable Housing Fund 2021 - 26

Offer name: Test Offer Name

Number of Units: Firm: 27 Offer ID: 2136

Indicative: 0 Status: New

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	720,000	24
Social Rent		
Help to Buy - Shared Ownership	100,000	3
Rent to Buy		

Save Validate Submit Withdraw Audit Cancel

*Offer Screen*

Once again if the provider is satisfied with all of the sub-products contained within their **Offer** then they should select the **Validate** button.

If all data is valid the system message overleaf will be displayed:

Offer [L0047] - [SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26  
 Agreement: L0047 AHP 2021 26 AGREEMENT  
 Offer type: Affordable Housing Fund 2021 - 26  
 Offer name: Test Offer Name

Number of Units: Firm: 27 Indicative: 0  
 Offer ID: 2136 Status: New

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	720,000	24
Social Rent		
Help to Buy - Shared Ownership	100,000	3
Rent to Buy		

Validation

 Offer data validated with no errors.

OK

Save Validate Submit Withdraw Audit Cancel

If there are any errors meaning that the Offer cannot be validated then the following **Errors** screen will be displayed:

Errors - [SAVED]

Error	Error Reference
Offer Line Test Test test Test Test (ID:5556) is invalid	5556

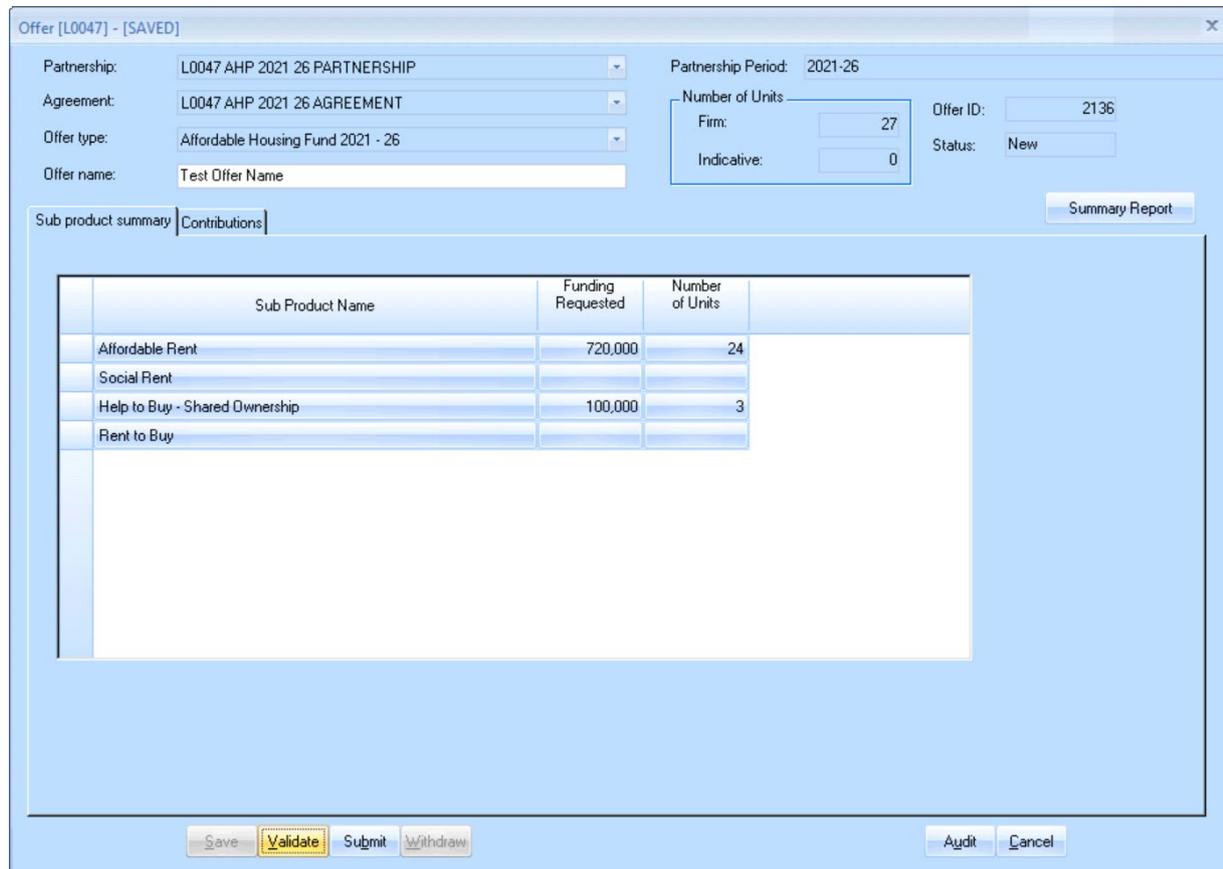
Print Close

Providers will need to correct any errors. To go directly to the screen where the error is detected, first click on the **Sub Product number** in the **Error Reference** column. Then amend the data, re-save the **Offer Line record** and then re-validate until there are no further errors.

The **Data status** field will be highlighted in green when the validation has been successful.

## Step 7 Submitting / Resubmitting the Offer

Once **Steps 5 & 6** are complete, the **Offer** can be submitted and providers should select **Submit** in the **Offer screen** in order to do so.



Offer [L0047] - [SAVED]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type: Affordable Housing Fund 2021 - 26

Offer name: Test Offer Name

Number of Units: Firm: 27 Indicative: 0

Offer ID: 2136 Status: New

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	720,000	24
Social Rent		
Help to Buy - Shared Ownership	100,000	3
Rent to Buy		

Buttons: Save Validate Submit Withdraw Audit Cancel

*Offer screen after validation*

The **Offer Submission** screen shown overleaf is displayed. Providers must read through the submission confirmation text, using the right hand scroll bar to view all of the bullet points if necessary, and then enter comments (minimum 10 and maximum 2,500 characters).

Offer Submission - [EDITABLE]

By submitting this application for funding, I confirm:

- 1) that this is a full and final offer and the organisation's board has approved, at least in principle, the offer line(s) submitted and this will apply to all future schemes bid.
- 2) that this offer is submitted in the full knowledge of all information available at the time of bidding including that the MHCLG New model for Shared Ownership: Technical Consultation is open until 17 December 2020 with full findings not anticipated to be known until early 2021, and in particular the new Shared Ownership Product and the Right to Shared Ownership Model have not been finalised and published.
- 3) that no scheme bid for under AHP 2021-26 will displace delivery under any other Homes England programmes (including Strategic Partnership pipeline delivery).
- 4) that all information, all confirmations and certifications made in IMS in relation to the offer are correct in all material respects (and if applicable consortium members have authorised the Lead Partner to make such confirmations and certifications).

Comments:

(Up to 2500 characters can be entered)

Enter Cancel

Offer Submission screen

Providers should then select **Enter**. The Offer will now be submitted.

To check that the Offer has been submitted, select the **Audit** button in the **Offer** screen. This will bring up the **Offer Status Audit History** screen.

Offer Status Audit History - [SAVED]

Date	Old Status	New Status	User	Comments
26 Nov 2020 14:03:52		New	IMS User	
26 Nov 2020 22:55:18	New	Submitted	IMS User	TEST TE!

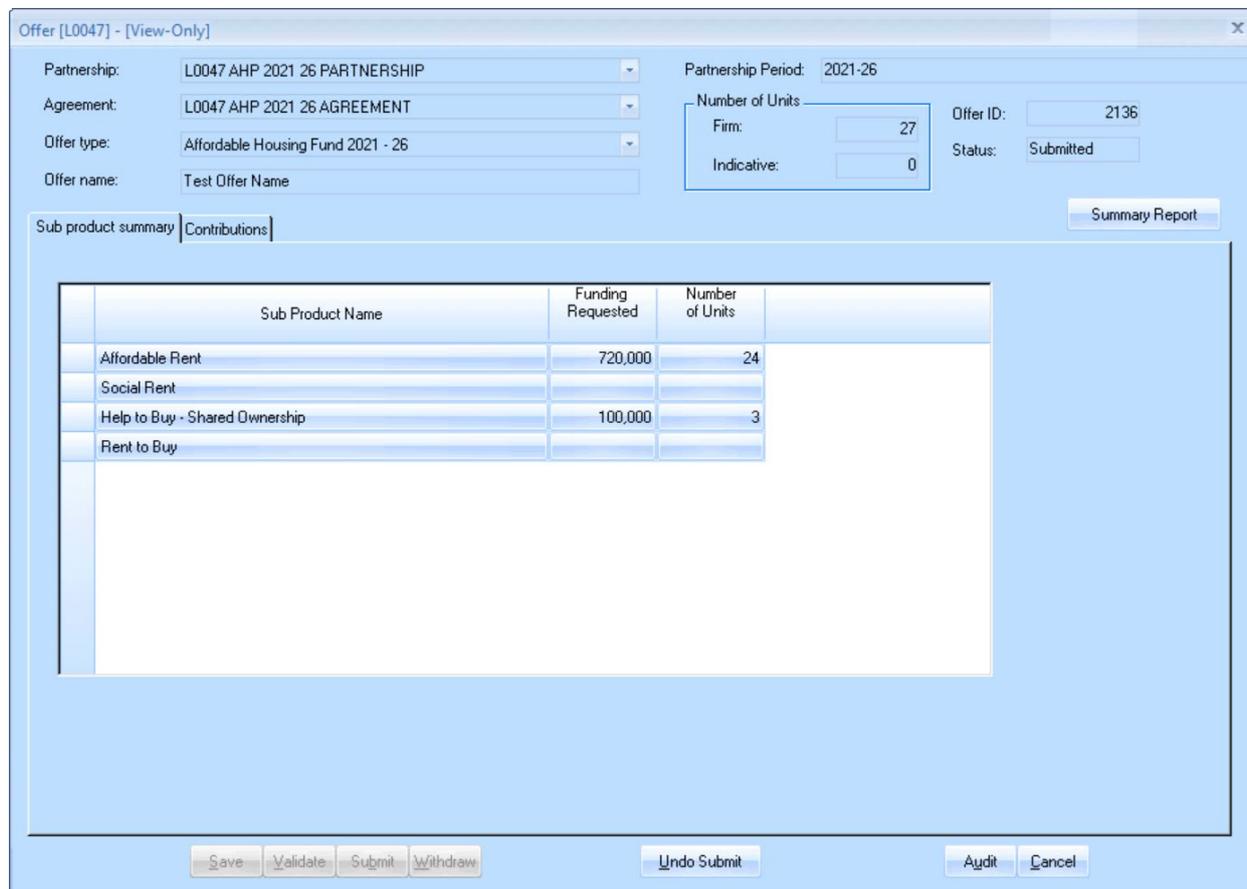
Close

Offer Status Audit History screen

The latest entry on the previous page shows in the audit that the **Status** is **Submitted**.

The process is the same on occasions where providers need to resubmit Offers.

If providers wish to amend their submitted offer they are able to click on the **Undo Submit** button shown in the screenshot below, this returns the Offer to the ownership of the provider and changes can be made.



Offer [L0047] - [View-Only]

Partnership: L0047 AHP 2021 26 PARTNERSHIP Partnership Period: 2021-26

Agreement: L0047 AHP 2021 26 AGREEMENT

Offer type: Affordable Housing Fund 2021 - 26

Offer name: Test Offer Name

Number of Units: Firm: 27 Indicative: 0

Offer ID: 2136

Status: Submitted

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	720,000	24
Social Rent		
Help to Buy - Shared Ownership	100,000	3
Rent to Buy		

Save Validate Submit Withdraw Undo Submit Audit Cancel

Guidance on the next stages within IMS on processing Profiles and Schemes will be published alongside this document on our website at:

<https://www.gov.uk/guidance/investment-management-system-guidance-documents>